

PRO BONO COMMUNITY

England & Wales · Charity number 1153220

Details

Status Registered

Legal form CIO

Registered 2013-08-02

Register [View on the Charity Commission register](#)

Contact

Address 93 Tabernacle Street
London
EC2A 4BA

Phone 02070923957

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Website www.probonocommunity.org.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE FOR THE PUBLIC BENEFIT:(A) THE ADVANCEMENT OF LEGAL EDUCATION AND THE STUDY OF LAW;(B) THE PREVENTION AND RELIEF OF POVERTY, HARDSHIP AND DISTRESS THROUGH THE PROMOTION OF EFFECTIVE LEGAL EDUCATION AND TRAINING IN THE AREAS OF LAW MOST LIKELY TO AFFECT THOSE IN POVERTY OR NEED AND TO THE BENEFIT OF THOSE IN POVERTY OR NEED AND THE PROVISION OF FREE LEGAL ADVICE AND ASSISTANCE TO PEOPLE WHO ARE UNABLE TO AFFORD TO PAY FOR SUCH ADVICE; AND(C) THE PROMOTION OF THE SOUND ADMINISTRATION AND DEVELOPMENT OF THE LAW.

Activities: Pro Bono Community seeks to improve access to justice by providing specialist training in legal advice and social welfare law to lawyers, trainees and students and then coordinating, managing and monitoring placements for them as volunteers at Law Centres and advice agencies including PBC's own remote appeals advice clinic.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty, Other Charitable Purposes
- **Who:** The General Public/mankind

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£187,706	£155,211	-	-
2024-08-31	£101,437	£120,018	-	-
2023-08-31	£175,656	£159,445	-	-
2022-08-31	£152,183	£154,643	-	-
2021-08-31	£116,818	£144,159	-	-
2020-08-31	£136,606	£114,261	-	-

Trustees

Name	Role	Appointed
Livia Velicu	Chair	2019-04-19
Claire Marsh		2023-04-19
Daniel Laking		2019-09-24
Kanav Kothari		2025-04-23
Omar Qadir		2021-09-28
The Honourable Mr Justice ADAM JOHNSON		2014-01-17

PRO BONO COMMUNITY

England & Wales - Charity number 1153220

Accounts

Charity registration number 1153220

PRO BONO COMMUNITY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

PRO BONO COMMUNITY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Livia Velicu (Chair)
Omar Qadir (Treasurer)
The Honourable Mr Justice Adam Johnson
Daniel Laking
Claire Marshall
Harriet Hall (Resigned 23 April 2025)
Kanav Kothari (Appointed on 23 April 2025)

Senior Management:

Bill Skirrow – Executive Director

Charity number

1153220

Registered office

93 Tabernacle Street
London
EC2A 4BA

Correspondence Address:

93 Tabernacle Street
London
EC2A 4BA

Independent examiner

David Terry FCA
RAA Ramon Lee Ltd
Chartered Accountants
93 Tabernacle Street
London
EC2A 4BA

Bankers

Triodos Bank
Deanery Road
Bristol
BS1 5AS

Website

www.probonocommunity.org.uk

PRO BONO COMMUNITY

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PRO BONO COMMUNITY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2025

The trustees present their annual report and financial statements for the year ended 31 August 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 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 (FRS 102)" (effective 1 January 2019).

Objectives and activities

Purposes of the charity

As set out in its constitution, Pro Bono Community's overarching purpose is to improve access to justice through legal education, for the public benefit. Pro Bono Community's objects are for the public benefit:

- The advancement of legal education and the study of law;
- The prevention and relief of poverty, hardship and distress through the promotion of effective legal education and training in the areas of law most likely to affect those in poverty or need and to the benefit of those in poverty or need and the provision of free legal advice and assistance to people who are unable to afford to pay for such advice; and
- The promotion of the sound administration and development of the law.

Aims and Objectives

Pro Bono Community ('PBC') is a registered charity which provides specialist training to equip lawyers, trainees and law students with the skills and expertise to become effective volunteers, before placing them in advice agencies and clinics. By training volunteers and providing them with volunteering placements, we aim to increase the amount – and improve the quality – of free legal advice, in the areas of law most affecting those in need.

We have developed rigorous, specialised training courses, which are delivered by experts in the relevant field. These courses, some of which are integrated into university undergraduate and postgraduate degree programmes, aim to improve the quality of education in the advice sector in general.

We also arrange placements for the volunteers in advice agencies, and seek to help those organisations overcome the constraints on their capacity to use more volunteers effectively. Attendees of PBC's training gain valuable skills and experience in areas of the law they are unlikely to have come across either in law school or practice. We hope that our training will serve to embed pro bono culture in the hearts and minds of young lawyers and that many of them will go on to become champions for volunteering and pro bono work in their future careers. We are increasingly making use of technology in innovative ways to achieve our aims as well as looking at ways in which the charity can become more directly involved in the delivery of advice.

The charity's key goals over the past year were to:

- Build on the success of the first year of the five-year student volunteer training and placement project funded by City Bridge Foundation and deliver the target outputs over the second year;
- Consolidate the relationships with universities such as City University, SOAS and Oxford University and encourage others, particularly from outside London, to adopt similar models which are independently-funded and integrate PBC's training into mainstream legal education;
- Continue to expand PBC's activities outside London, particularly using the opportunity presented by the growth of remote working to link advice agencies in the regions with students based in London and elsewhere;
- Undertake grant projects which build on PBC's experience and expertise, particularly ones including dedicated resource for volunteer supervision and addressing the needs of people in poverty or need;
- Continue to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

Main Activities

Overview: PBC's eleventh full year of operations took place in the context of a continuing cost-of-living crisis which has placed further strain on advice agencies and the advice sector, in general. Similarly, there were signs that financial problems in the higher education sector may have medium-term repercussions for the charity's service model. Although PBC worked with more universities than ever before in 2024-25, there were others who, despite expressing a strong interest in commissioning student volunteer training and placement programmes, were unable to do so because of constrained budgets. At the same time, an increasing number of advice agencies returned to either office or hybrid working. Whilst most of PBC's training programmes continued to be delivered online, the majority of volunteering placements arranged by the charity were in-person.

In the summer of 2023, we had managed to secure a new five-year grant from City Bridge Foundation for a series of student volunteer training and placement programmes providing volunteers for advice agencies within Greater London. These programmes provide a solid foundation for PBC's core activities, indirectly helping the charity to develop independent, commercial relationships with new and existing university partners, grow the number of volunteers trained and placed and thus increase the overall capacity of advice agencies to deliver greater access to justice.

PBC continued to deliver excellent outcomes through the Advice Connect digital advice project run in partnership with Citizens Advice Haringey (CAH). The National Lottery Community Fund provided a new grant enabling PBC and CAH to extend and broaden the scope of Advice Connect from September 2024. In the year from September 2024, PBC trained cohorts of students from law firm Freshfields Bruckhaus Deringer, Osborne Clarke and Winston & Strawn and universities including City St George's University, LSE, Oxford University, University of Leeds, Oxford Brookes, SOAS, King's College London, the University of Law, Royal Holloway University, BPP, Birkbeck and Queen Mary University. The income derived from sales to law firms and universities was supplemented by grant income from City Bridge Foundation and the National Lottery Community Fund.

Training: PBC has developed modular training courses in a variety of areas of social welfare law. PBC continued to refine its training by tailoring it to the particular needs of clients and partners and offering flexibility in terms of content, format, duration, schedule and venue. The training comprises a general introduction to legal advice and the practical skills involved in volunteering before going on to focus on specialist legal advice topics including welfare benefits, housing and employment law. The training has been designed so that it can be delivered in person or online and its modular format enabled the charity to meet the needs of individual law firms and universities.

Volunteers: 354 people attended PBC training programmes during the year. Most of these volunteers went on to undertake volunteering placements at advice agencies and play their part in addressing the need for free legal help, a demand which was exacerbated by the ongoing impact of the energy and cost-of-living crises, particularly in areas of social welfare law such as welfare benefits, housing and debt. In all cases, PBC facilitated these volunteering placements through the growing network of advice agencies with which it has developed relationships. The trend back towards in-person placements continued during 2024-25 although we were still able to offer a substantial number of remote volunteering placements enabling the charity to more easily meet the needs of universities in regions such as Leeds and Oxford where there are unlikely to be a sufficient number of in-person placements available locally to meet the needs of participating students.

Grant Projects: In the summer of 2024, PBC obtained a new grant of £140,000 over two years from the National Lottery Community Fund to continue providing a digital advice project called "Advice Connect" run in partnership with Citizens Advice Haringey (CAH). The project involves PBC training two cohorts of students per year who then work as volunteers on a digital housing law advice clinic supervised by CAH. The new phase of the project commenced on September 1st 2024 and requires the same outputs as before in terms of clients assisted and financial gains to clients generated as well as a new commitment aimed at improving landlords' and tenants' awareness and understanding of their rights and responsibilities and best practice in renting.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

In June 2023, PBC obtained a five-year grant of £36,000 per year from City Bridge Foundation to run a student volunteer training and placement programme that City Bridge Trust, as it was then known, had previously funded from 2016-21. During the second year of the project which ended on May 31st 2025, PBC trained and then organised and managed placements for 91 students to work as volunteers at 19 advice agencies across London.

Accredited and Extra-Curricular Volunteer Training and Placement Programmes: PBC was re-commissioned for the eighth consecutive year by City St George's University to deliver two credit-bearing Pro Bono Training modules as options within the University's undergraduate and postgraduate law degree programmes. The LLB module focused on legal advice and welfare benefits law whilst the LLM option featured welfare benefits and housing law as its specialist content. PBC delivered several other extra-curricular volunteer training and placement programmes which were independently-funded by the University of Leeds, LSE, SOAS, Oxford University and Oxford Brookes as well as separate programmes commissioned by law firms Freshfields, Osborne Clarke and Winston & Strawn.

Achievements and performance

Overview : During the year, 245 students attended PBC training programmes across 11 cohorts, the great majority of whom went on to undertake volunteering placements. Our online volunteering portal shows that these volunteers undertook more than 10,000 hours of volunteering during which time they assisted at least 7,500 people in need of legal advice and assistance. These figures exclude a substantial number of volunteers who undertook placements but failed to update their volunteer logs.

During the course of the year, PBC's volunteers were placed at the following Law Centres and advice agencies: Age UK Islington, Age UK Lambeth, Age UK Richmond, Agnes Smith Advice Centre, Arachne, Asylum Welcome, Barton Advice Centre, Cambridge House, Centre 70, Citizens Advice Barking & Dagenham, Citizens Advice Bedford, Citizens Advice Brent, Citizens Advice Hammersmith & Fulham, Citizens Advice Haringey, Citizens Advice Harrow, Citizens Advice Havering, Citizens Advice Kensington & Chelsea, Citizens Advice Oxford, Citizens Advice Peterborough, Citizens Advice Redbridge, Citizens Advice Southwark, Citizens Advice SORT, Citizens Advice West Oxfordshire, Citizens Advice West Sussex, Citizens Advice Westminster, Debt Free London, Ealing Law Centre, Island Advice, Justice For Tenants, Limehouse Project, Plumstead Community Law Centre, South West London Law Centres, Southwark Pensioners, Sufra NW London, Waltham Forest Migrant Action, Wiltshire Law Centre and Youth Legal & Resource Centre.

The volunteers have undertaken a wide range of tasks depending on their skills, confidence, experience and the needs of the Law Centre or advice agency at which they are volunteering. The activities undertaken include fielding and triaging new clients, signposting or referring clients, manning reception, acting as first point of contact for clients and arranging appointments and answering calls. The volunteers have liaised with third parties on behalf of clients, either over the phone or through drafting correspondence, for example, to government departments and local authorities. Volunteers drafted client advice letters, submissions and letters to court, including PIP and ESA appeals to the Upper Tribunal. They provided case summaries and attendance notes for their supervisors and, under supervision, advice and information to clients on a range of legal issues. Volunteers interviewed and assessed clients, in order to effectively triage and identify next steps for the clients, and to assist them to complete forms such as PIP applications. Some volunteers attended outreach centres, including food banks and job centres, assisting clients with queries such as entitlement to food bank vouchers and welfare benefits.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

Feedback from clients, agencies and volunteers included the following:

"Yes, very good and very helpful. Ashama was very helpful and so was Riyad. I am very thankful for what they have done, I am no longer stressed since this has now been sorted. Happy to say my debt relief order has been approved."

Client's Trustpilot review of PBC volunteers at Debt Free London

"The two PBC volunteers have been absolutely amazing: one volunteer was able to assist a very vulnerable client in the initial stages of a benefit application; this was an outstanding outcome for the client as they have been trying to get this assistance for a very long time. The other volunteer was very significant in assisting with a client getting representation at an employment hearing which is very likely to be successful."

Citizens Advice Barking & Dagenham

"The PBC volunteers assisted in gaining positive outcomes for clients, the advice centred on housing issues such as repairs and rights regarding eviction notices."

Citizens Advice Haringey

"Shahroz and Tahmim have been a great addition to our busy team and the clients they have supported have all been extremely happy with the professional service they received. Shahroz has taken on every challenge that we presented to him with willingness to contribute to the team whilst Tahmim approached each challenge with great drive and determination - she has shown exceptional leadership skills."

Southwark Pensioners

"All the students with whom we work have been utterly professional and focused in their approach."

Age UK Lambeth

"All of our PBC volunteers have been amazing and have helped us in making our services more accessible for our users. Thank you PBC volunteers!"

Citizens Advice Harrow

"It has been deeply rewarding and fulfilling to be able to work within welfare benefits and contribute meaningfully to my community. It has also been a really enjoyable challenge to learn and develop in a new area of law."

Shirely-Anne Mason, PBC volunteer at Island Advice

"My volunteering placement with Justice for Tenants was an incredibly rewarding experience. The training provided by Pro Bono Community alone was hugely insightful, providing an overview of various legal issues affecting disadvantaged people, how these rules are applied, and the unfair outcomes which they tend to produce. With a heightened understanding of broad problems that university teaching is rarely able to provide, the volunteering placement then provides a platform to put this knowledge into action. At Justice for Tenants, I was able to gain valuable experience in communicating with clients, handling cases through various stages, and in practically applying the law to differing circumstances. Whilst I was well supported by the team, who were always on hand to answer queries, I eventually developed my own approach, with the importance of proactive approach being emphasised."

Fraser Hay, PBC volunteer at Justice For Tenants

"My volunteering experience has been incredibly rewarding. Although I was initially nervous about starting my first legal work experience in the UK, the comprehensive training provided by the scheme ensured I felt well-prepared. My team was extremely accommodating and supportive, assisting me with any issues that arose in my work. I find the work immensely fulfilling, especially knowing that it gives back to the community. Overall, I have thoroughly enjoyed the scheme and hope to continue my volunteering after I graduate!"

Frances Bajaj, PBC volunteer at Citizens Advice Stockport, Oldham, Rochdale and Trafford

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

Deliver Target Outputs of Core Student Volunteer Training and Placement Programme

A key objective for the year 2023-24 was to deliver the target outputs of a student volunteer training and placement programme funded by City Bridge Foundation for five years from June 2023 and thus build on the success of a similar scheme funded by City Bridge Trust and, subsequently, for one further year, by Therium Access from 2016-22. During the first year of the project, PBC trained and placed 85 students from universities in London including University of Law, BPP, Royal Holloway, KCL, Birkbeck and Queen Mary. The volunteers exceeded the project's key targets, volunteering for over 4,000 hours in total and assisting more than 3,300 people in need of legal advice and support across 17 advice agencies throughout London.

Pre- and post-training questionnaires showed a 73% improvement in the participants' understanding of legal advice and welfare benefits law as a result of the training they received through PBC. Following the completion of the students' placements, a PBC survey showed that 90% of advice agencies agreed that the volunteers enabled them to spend more time on providing core services and allowed them to address clients' problems and progress cases more speedily, whilst all advice agencies who responded agreed that the scheme addressed a need for volunteers at the centre and that they would consider using volunteers from PBC again in the future.

Consolidate and Build Relationships with Universities

One of PBC's strategic objectives is to integrate our training into mainstream legal education, thus increasing the level of support advice agencies receive from well-trained and highly-motivated student volunteers, whilst also developing a positive attitude towards pro bono work in young lawyers and making social welfare law part of the curriculum.

The charity took an important step towards achieving this objective when it formed a partnership with City University whereby PBC delivered a credit-bearing, pro bono training module to City University's undergraduate law students from October 2017. In 2018-19, the university commissioned a second credit-bearing module for postgraduate students doing the LLM/BPTC. Both these modules have been re-commissioned every year since. PBC was also commissioned to deliver extra-curricular volunteer training and placement programmes in 2023-24 for LSE, SOAS, Oxford University and Oxford Brookes University as well as for law firm Freshfields which commissioned a training and placement programme for its pre-trainees doing the GDL at BPP for the tenth consecutive year.

Expand PBC's Activities to New Regions

In previous years, PBC has struggled to develop sustainable relationships with advice agencies outside London because these were dependent on participating universities and law firms being located sufficiently nearby for volunteers to travel to the workplace. Following the pandemic and the widespread introduction of remote working, PBC has generated relationships with numerous advice agencies in towns and regions ranging from Greater Manchester and Oxford to Wiltshire and West Sussex. This, in turn, has helped PBC to develop relationships with universities outside London such as Oxford University and Oxford Brookes University. As a result, at least 13% of clients receiving assistance from PBC volunteers lived outside London.

Developing Legal Advice Projects

PBC is committed to finding ways to mitigate the constraints on the use of volunteers by advice agencies as a result of limited resources for supervision. Furthermore, we have sought to develop grant applications for projects which address the needs of people whose lives have been adversely affected by the Covid-19, cost-of-living and energy crises.

In 2021 and 2022, we successfully applied for grants to undertake digital advice projects from the National Lottery Community Fund (NLCF) and Trust for London (TfL). Both grant applications were designed to provide end-to-end digital advice in which all participants – trainers, supervisors, administrators, volunteers and clients – are located remotely.

The NLCF "Advice Connect" project is run in partnership with Citizens Advice Haringey and commenced in October 2021 for two years. It is targeted at people living in the private rented sector in Haringey experiencing difficulties with housing, employment and debt, a group that has been disproportionately affected by both the pandemic and the subsequent cost-of-living crisis.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

The project was scheduled to end in September 2023 but the National Lottery Community Fund permitted PBC to use a grant underspend to fund the project until the end of March 2024. In the 30 months to March 2024, the project met all its targets supporting 1,145 people with 2,089 separate issues, the majority of which were related to housing matters and associated problems. The advice was delivered entirely remotely and digitally. 68% of Advice Connect's clients were aged under 40, 51% were from a non-white background, 59% of clients were female and 53% identified as disabled or having a long-term physical or mental health condition. By March 2024, Advice Connect recorded outcomes for clients in terms of income gains, reimbursements and loans amounting to more than £889,000. PBC subsequently submitted a new application to the National Lottery Community Fund for funding to extend and broaden the scope of Advice Connect which was successful and commenced on 1st September 2024.

The Trust for London grant provided some funding towards a digital advice clinic run by Pro Bono Community itself which specialised in welfare benefits appeals and commenced in September 2022. As noted above, we were unable to obtain the additional funding required to operate the clinic sustainably and thus closed it in early 2024. Nevertheless, during the period the clinic had operated, it resolved the cases of 40 clients who collectively received financial gains of more than £200,000 directly as a result of the advice received through the PBC Remote Appeals Clinic.

Training Programmes

All PBC's training prior to March 2020 had been delivered face-to-face so the charity's decision to move all its training online for the foreseeable future represented a major challenge. We trialled various tools and settled on Zoom as the most effective and reliable platform for digital training and adapted training materials to make them more suitable for online delivery. The majority of the training we provided in the year from September 2023 was live and remote. Although it is difficult to replicate the intimacy of classroom teaching, we are confident that our online training remains interactive and engaging - feedback from attendees has continued to be overwhelmingly positive and comparable with that received in previous years for classroom teaching.

Our volunteers

Although we train and place volunteers in other organisations, this year the charity did not itself use volunteers..

Public benefit statement

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

Financial review

The financial results for the year are set out in the Statements of Financial Activities on page 12. The charity recorded an overall surplus of £32,495 (2024 – deficit £18,581). The financial position at the year revealed by the Balance Sheet on page 13 shows net current assets or working capital of £92,729 (2024 – £60,234).

Principal funding sources

PBC aims to develop a diverse funding base for its activities. PBC continues to attract funding for its various projects from a wide range of other sources – other charities, private companies (such as law firms) and the charity's own income generating activities (having regard to HMRC and Charity Commission guidance relating to "Charities and Trading").

Investment powers and policy

The trustees have considered the most appropriate policy for investing surplus funds and have found that, at this stage, bank deposit accounts provide the appropriate combination of security, accessibility and income growth.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

Reserves policy

As at 31st August 2025 accounts showed reserves of £92,729 (2024 - £60,234), of which £10,087 (2024 - £7,085) was restricted. The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £82,642 (2024 - £53,149).

The trustees seek to ensure that the level of reserves are appropriate for the charity, balancing the need to keep funds aside to mitigate risk against the need to ensure that funds can be spent in furtherance of the charity's aims.

Having regard to the particular circumstances of any ongoing effects of the cost-of-living crisis, Pro Bono Community's trustees recognised that charities face a variety of risks and that it is important that there are sufficient free reserves to tide an organisation over in difficult financial circumstances or, in the worst case, to allow an organisation to wind up in an orderly manner, meeting its obligations to staff and service users.

The principal risk to Pro Bono Community is an unexpected shortfall in either sales or grant income and the trustees have agreed to keep a certain level of financial reserves to ensure that main operations can continue for a period in the event of severe financial difficulties.

The main concerns of the board are to ensure:

- That staff can continue working, primarily to secure new sales or grant funding; and
- That any service for which income has already been received can be properly fulfilled.

The trustees met regularly during 2023-24 to monitor the ongoing impact of the cost-of-living crisis on the charity's finances and agreed to maintain a level of unrestricted reserves which would keep the charity running for at least six months and up to a year.

The approach to reserves is under regular review by the trustees - the trustees have regard to the Charity Commission's guidance "How to set a reserves policy for your charity".

Future Activities

PBC's principal strategic objective is to address the urgent and growing need for increased access to high-quality pro bono advice from well-trained and highly-motivated volunteers at Law Centres and other advice agencies. This mission is even more urgent in the light of the ongoing economic effects of the cost-of-living crisis, causing people who have never needed advice before to seek assistance with problems related to employment, housing, welfare benefits, debt and other areas of social welfare law.

The charity is also focused on ensuring the charity remains active, effective and resilient in the face of the challenges presented by the cost-of-living crisis. In that context, our aim is to grow the outputs of the charity by building on our income-generating activities and seeking new sources of grant funding.

Additionally, the range of objectives during 2024-25 and beyond include, but are not limited to, the following:

- Build on the success of the first year of the five-year student volunteer training and placement project funded by City Bridge Foundation and deliver the target outputs over the second year;
- Consolidate the relationships with universities such as City University, SOAS and Oxford University and encourage others, particularly from outside London, to adopt similar models which are independently-funded and integrate PBC's training into mainstream legal education;
- Continue to expand PBC's activities outside London, particularly using the opportunity presented by the growth of remote working to link advice agencies in the regions with students based in London and elsewhere;
- Undertake grant projects which build on PBC's experience and expertise, particularly ones including dedicated resource for volunteer supervision and addressing the needs of people in poverty or need;
- Continue to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

Structure, governance and management

Governing document

The organisation is a charitable incorporated organisation (CIO) registered as a charity with the Charity Commission on 2 August 2013 (Charity no. 1153220). The charity is established under a written constitution that specifies the objects and powers of the charity and is also governed under this constitution.

Recruitment and appointment of Trustees

New trustees of PBC are appointed by the board of trustees in accordance with clause 9 of PBC's constitution.

PBC recruits and appoints trustees in accordance with the following process:

- The trustees publish an advertisement;
- Interested persons are invited to contact the existing trustees, upon which they are provided with details of how to apply for the role, Declaration of Eligibility Forms and the details of current trustees – completion of eligibility forms, including the Charity Commission's trustee declaration, is a requirement pre-appointment of any proposed trustee;
- Applicants are shortlisted and invited for interview, in accordance with internal selection criteria;
- Following a successful interview, the proposed candidate is presented to the board of trustees for approval and formal appointment;
- Successful candidates are notified and formally appointed by the board of trustees.

Organisational Structure

The board of trustees takes strategic and major financial decisions. The trustees of PBC have delegated day-to-day management of PBC to executive director Bill Skirrow who, in turn, supervises the work of the training & volunteer coordinator as well as any external suppliers and freelance assistance such as trainers and consultants. The executive director works with the trustees to deliver the charity's goals and objectives set out in board papers, strategic documents such as business plans and in the terms and conditions of its grants. The executive director and training & volunteer coordinator supervise and manage the charity's relationships with partner organisations including law firms, course providers, law centres, advice agencies, suppliers and other third sector organisations.

Trustee induction and training

The trustees maintain a good working knowledge of charity governance and best practice through reading of charity press articles and guidance produced by the Charity Commission and other Government and voluntary organisation advisory websites.

New trustees are given copies of previous minutes as appropriate and have an induction conversation with the Chair. PBC reviews information provided to new trustees to ensure that they have a good understanding of the organisation. PBC also gives new trustees access to a shared drive including operational information relevant to the organisation (e.g., policies and procedures).

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

Risk Management

The trustees have considered the major risks to which PBC is exposed and have reviewed those risks and established systems and procedures to manage them.

PBC's trustees consider that the principal risk to PBC is an unexpected shortfall in either sales or grant income. The charity mitigates this risk in the following ways:

- PBC's income is derived from both sales and grant income, enabling the charity to spread the risk from a shortfall in one income stream or the other.
- PBC has a very lean infrastructure and outsources the majority of its service provision to third parties who are not themselves paid until the relevant income has been received by PBC.
- PBC maintains a level of reserves which would permit it to continue operations for a period of time if such a shortfall were experienced.

The trustees also consider ensuring that funds are properly managed and accounted for is a major risk and the measures put in place to manage this risk include the Board of Trustees receiving regular financial reports from the Executive Director who takes routine day-to-day financial decisions. The Chair, Treasurer, Executive Director and other trustees as may be approved by the board from time to time have access to the charity's bank account and monitor payments in and out of the account on a regular basis. No payments of more than £500 may be made without the authorisation of two of the designated account operators. The charity's payroll is handled by accountancy firm Ramon Lee.

Related parties

PBC is one of several organisations that worked from the National Pro Bono Centre in Chancery Lane until June 2020. These organisations all operate within the field of pro bono legal assistance but there is no constitutional relationship between PBC and any other organisation. PBC has established informal relationships with organisations in the sector including The London Legal Support Trust, Advice Services Alliance, Advocate, Advice UK, Law Centres Network and LawWorks. PBC has developed a relationship with a number of universities to embed the charity's training and placement scheme in either their undergraduate and postgraduate degree courses or extra-curricular activities.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

Statement of Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

The Trustees' report was approved by the Board of Trustees and signed on its behalf:

Signed by:

D0FB06E48C29459::

Livia Velicu
(Chair)

10-06-2026

Date:

PRO BONO COMMUNITY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PRO BONO COMMUNITY

I report to the trustees on my examination of the financial statements of Pro Bono Community (the charity) for the year ended 31 August 2025.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Signed by:



BF46442682BE4CF...

David Terry FCA

RAA Ramon Lee Ltd
Chartered Accountants
93 Tabernacle Street
London
EC2A 4BA

11-06-2026

Dated:

PRO BONO COMMUNITY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2025

	Notes	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income from:					
Income from Charitable activities	3	79,800	107,380	187,180	101,042
Investments	4	526	-	526	395
Total income		<u>80,326</u>	<u>107,380</u>	<u>187,706</u>	<u>101,437</u>
Expenditure on:					
Raising funds	5	13,912	-	13,912	17,631
Charitable activities	6	36,921	104,378	141,299	102,387
Total expenditure		<u>50,833</u>	<u>104,378</u>	<u>155,211</u>	<u>120,018</u>
Net income/(expenditure) for the year/ Net movement in funds		29,493	3,002	32,495	(18,581)
Fund balances at 1 September 2024		<u>53,149</u>	<u>7,085</u>	<u>60,234</u>	<u>78,815</u>
Fund balances at 31 August 2025		<u><u>82,642</u></u>	<u><u>10,087</u></u>	<u><u>92,729</u></u>	<u><u>60,234</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 14 to 23 form part of these financial statements.

PRO BONO COMMUNITY

BALANCE SHEET

AS AT 31 AUGUST 2025

	Notes	2025		2024	
		£	£	£	£
Current assets					
Debtors	11	1,951		1,678	
Cash at bank and in hand		94,684		71,652	
		<u>96,635</u>		<u>73,330</u>	
Creditors: amounts falling due within one year					
	12	<u>(3,906)</u>		<u>(13,096)</u>	
Net current assets			<u>92,729</u>		<u>60,234</u>
Income funds					
Restricted funds	14		10,087		7,085
Unrestricted funds			82,642		53,149
			<u>92,729</u>		<u>60,234</u>

The financial statements were approved by the Trustees on 10-06-2026 and were signed behalf by:

Signed by:

 D0FBC6E43C20450.....
Livia Velicu
(Chair)

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The Charity's Accounts shows Net surplus of £32,495 (2024 – deficit £18,581) for the year and free reserves at £82,642 (2024 - £53,149). The trustees are of the view that these results have secured the immediate future of the Charity for the next 12 months and on this basis the Charity is a going concern.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All income is included in the statement of financial activities when the Charity is legally entitled to it, receipt is probable and the amount can be measured with sufficient reliability.

Grant income

Grants are credited to the statement of financial activities when the Charity is entitled to the funds. Income is only deferred where there are time constraints imposed by the donor or if the funding is performance related.

Where entitlement to grants receivable is dependent upon fulfilment of conditions within the charity's control, the income is recognised when there is sufficient evidence that conditions will be met.

Grants supporting the core activities of the Charity and with no specific restrictions placed upon their use are included within donations and legacies. Grants that have specific restrictions placed upon their use are included within income from charitable activities.

Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Depreciation on the related fixed assets is charged against the restricted fund.

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies (Continued)

Donations and legacies

Donations are recognised in the period in which they are received. Legacy income is recognised when the charity's entitlement is judged to be probable and where the amount can be reliably measured.

Contract income

Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit 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.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Allocation of support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance cost, finance, and office costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 6.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1.8 Taxation

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies (Continued)

1.9 Creditors and Provisions

Creditors and Provisions are recognised when the charity has a legal or constructive present obligation as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

1.10 Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution is provided in the trustees' report.

1.11 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.12 Donated goods and services

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the item is probable and that economic benefit can be measured reliably.

Donated professional services and facilities are included in income at the estimated value of the gift to the charity when received, based on the amount that the charity would have been prepared to pay for these services or facilities had it been required to purchase them, with a corresponding entry in the appropriate expenditure heading for the same amount. Donated fixed assets are similarly taken to income at the value to the charity with the other entry being capitalised in fixed assets.

1.13 Pension

The Charity operates a defined contribution pension scheme on behalf of its employees. Contributions are charged to the Statement of Financial Activities in the period in which they are payable. The assets of the scheme are held separately from those of the charity in an independently administered fund.

1.14 Cash flow statement

The charitable incorporated organisation qualifies as a small charity and advantage has been taken of the exemption provided by SORP (FRS 102) as amended by Bulletin 2, not to prepare a cash flow statement.

2 Critical accounting estimates and judgements

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

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

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

3 Income from Charitable activities

	Legal advice training £	Total 2025 £	Total 2024 £
National Lottery Community Fund	69,011	69,011	-
Fees for Volunteer Training & Programmes	79,800	79,800	64,500
City Bridge Trust	38,369	38,369	36,542
	<u>187,180</u>	<u>187,180</u>	<u>101,042</u>
Analysis by fund			
Unrestricted funds	79,800	79,800	64,500
Restricted funds	107,380	107,380	36,542
	<u>187,180</u>	<u>187,180</u>	<u>101,042</u>
For the year ended 31 August 2024			
Unrestricted funds	64,500		64,500
Restricted funds	36,542		36,542
	<u>101,042</u>		<u>101,042</u>

4 Investments

	Unrestricted funds £	Total 2025 £	Total 2024 £
Interest Income	526	526	395
	<u>526</u>	<u>526</u>	<u>395</u>
For the year ended 31 August 2024	<u>395</u>		<u>395</u>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

5 Raising funds

	Unrestricted funds £	Total 2025 £	Total 2024 £
Staff costs	11,511	11,511	11,210
Share of support costs (see note 8)	2,141	2,141	5,444
Share of governance costs (see note 8)	260	260	977
	<u>13,912</u>	<u>13,912</u>	<u>17,631</u>
For the year ended 31 August 2024			
Fundraising and publicity	<u>17,631</u>		<u>17,631</u>
	<u>17,631</u>		<u>17,631</u>

6 Charitable activities

	Legal advice training £	Total 2025 £	Total 2024 £
Staff costs	55,808	55,808	50,591
Other direct costs	23,864	23,864	30,517
	<u>79,672</u>	<u>79,672</u>	<u>81,108</u>
Grant to Institution (see note 7)	42,464	42,464	9,864
Share of support costs (see note 8)	16,400	16,400	9,678
Share of governance costs (see note 8)	2,763	2,763	1,737
	<u>141,299</u>	<u>141,299</u>	<u>102,387</u>
Analysis by fund			
Unrestricted funds	36,921	36,921	42,697
Restricted funds	104,378	104,378	59,690
	<u>141,299</u>	<u>141,299</u>	<u>102,387</u>
For the year ended 31 August 2024			
Unrestricted funds	<u>42,697</u>		<u>42,697</u>
Restricted funds	<u>59,690</u>		<u>59,690</u>
	<u>102,387</u>		<u>102,387</u>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

7 Grants to Institution

	Total 2025 £	Total 2024 £
Citizens Advice Haringey	42,464	9,864
	<u>42,464</u>	<u>9,864</u>
	<u><u>42,464</u></u>	<u><u>9,864</u></u>

8 Support costs

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between charity's key activity undertaken (see note 6) in the year. All the general support and governance costs have been apportioned to the various charitable activities on the basis of staff time allocated to each activity.

	Support costs £	Governance costs £	Total 2025 £	Total 2024 £
Staff costs	12,107	-	12,107	11,210
Communication and IT costs	2,554	-	2,554	2,639
Insurance	1,979	-	1,979	986
Miscellaneous expenses	1,901	-	1,901	287
Legal and professional fees	-	863	863	674
Independent examination fees	-	2,160	2,160	2,040
	<u>18,541</u>	<u>3,023</u>	<u>21,564</u>	<u>17,836</u>
	<u><u>18,541</u></u>	<u><u>3,023</u></u>	<u><u>21,564</u></u>	<u><u>17,836</u></u>
Analysed between				
Fundraising	2,141	260	2,401	6,421
Charitable activities	16,400	2,763	19,163	11,415
	<u>18,541</u>	<u>3,023</u>	<u>21,564</u>	<u>17,836</u>
	<u><u>18,541</u></u>	<u><u>3,023</u></u>	<u><u>21,564</u></u>	<u><u>17,836</u></u>

9 Net movement in funds

	2025 £	2024 £
Independent Examination Fees	2,160	2,040
	<u>2,160</u>	<u>2,040</u>
	<u><u>2,160</u></u>	<u><u>2,040</u></u>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

10 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Direct charitable work	1.00	1.00
Raising funds	0.25	0.25
Office and administration	0.25	0.25
	<u>1.50</u>	<u>1.50</u>

Employment costs

	2025 £	2024 £
Wages and salaries	73,734	69,023
Social security costs	2,104	604
Pension costs	3,588	3,384
	<u>79,426</u>	<u>73,011</u>

There were no employees whose annual remuneration was more than £60,000.

11 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	850	-
Other debtors	-	596
Prepayments	1,101	1,082
	<u>1,951</u>	<u>1,678</u>

12 Creditors: amounts falling due within one year

	Notes	2025 £	2024 £
Deferred income	13	-	9,474
Taxation and social security		566	582
Pension		313	195
Accruals		3,027	2,845
		<u>3,906</u>	<u>13,096</u>

13 Deferred income

Deferred income is included in the financial statements as follows:

PRO BONO COMMUNITY**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**
FOR THE YEAR ENDED 31 AUGUST 2025

13 Deferred income	(Continued)	
	2025	2024
	£	£
Movements in the year:		
Deferred income at 1 September 2024	9,474	-
Resources deferred in the year	(9,474)	9,474
	<u> </u>	<u> </u>
Deferred income at 31 August 2025	<u> </u>	<u>9,474</u>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Balance at 31 August 2025
	Balance at 1 September 2023	Incoming resources	Resources expended	Balance at 1 September 2024	Incoming resources	Resources expended	
	£	£	£	£	£	£	£
National Lottery Community Fund	17,244	-	(11,853)	5,391	69,011	(68,841)	5,561
City Bridge Trust	276	36,542	(35,124)	1,694	38,369	(35,537)	4,526
TFL Grant	12,713	-	(12,713)	-	-	-	-
	<u>30,233</u>	<u>36,542</u>	<u>(59,690)</u>	<u>7,085</u>	<u>107,380</u>	<u>(104,378)</u>	<u>10,087</u>

City Bridge Trust: Grant towards a part-time salary, training costs and overheads to train law students to volunteer in community advice agencies.

National Lottery Community Fund: Grant for funding a project run in collaboration with Citizens Advice Haringey delivering housing law and other advice to people in Haringey

Trust for London Grant - towards the cost of developing and running a remote clinic providing free specialist social security legal advice to clients requiring casework and representation for appeals to the First Tier and Upper Tribunal.

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

15 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2025 £	Unrestricted funds £	Restricted funds £	Total 2024 £
Fund balances at 31 August 2025 are represented by:						
Current assets/(liabilities)	82,642	10,087	92,729	53,149	7,085	60,234
	<u>82,642</u>	<u>10,087</u>	<u>92,729</u>	<u>53,149</u>	<u>7,085</u>	<u>60,234</u>

16 Pension Costs

The pension cost charge represents contributions payable by the charity to the fund and amounted to £4,395 (2024 - £4,108). Contributions totaling £313 at the year end and are included in creditors.

17 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

PRO BONO COMMUNITY

England & Wales - Charity number 1153220

Accounts

Charity registration number 1153220

PRO BONO COMMUNITY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

PRO BONO COMMUNITY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Livia Velicu (Chair)
Omar Qadir (Treasurer)
The Honourable Mr Justice Adam Johnson
Daniel Laking
Claire Marshall
Harriet Hall
Steve Levett (Resigned 2 May 2024)
Kanav Kothari (Appointed on 23 April 2025)

Senior Management:

Bill Skirrow – Executive Director

Charity number

1153220

Registered office

93 Tabernacle Street
London
EC2A 4BA

Correspondence Address:

93 Tabernacle Street
London
EC2A 4BA

Independent examiner

David Terry FCA
Ramon Lee Ltd
Chartered Accountants
93 Tabernacle Street
London
EC2A 4BA

Bankers

Triodos Bank
Deanery Road
Bristol
BS1 5AS

PRO BONO COMMUNITY

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PRO BONO COMMUNITY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2024

The trustees present their annual report and financial statements for the year ended 31 August 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 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 (FRS 102)" (effective 1 January 2019).

Objectives and activities

Purposes of the charity

As set out in its constitution, Pro Bono Community's overarching purpose is to improve access to justice through legal education, for the public benefit. Pro Bono Community's objects are for the public benefit:

- The advancement of legal education and the study of law;
- The prevention and relief of poverty, hardship and distress through the promotion of effective legal education and training in the areas of law most likely to affect those in poverty or need and to the benefit of those in poverty or need and the provision of free legal advice and assistance to people who are unable to afford to pay for such advice; and
- The promotion of the sound administration and development of the law.

Aims and Objectives

Pro Bono Community ('PBC') is a registered charity which provides specialist training to equip lawyers, trainees and law students with the skills and expertise to become effective volunteers, before placing them in advice agencies and clinics. By training volunteers and providing them with volunteering placements, we aim to increase the amount – and improve the quality – of free legal advice, in the areas of law most affecting those in need.

We have developed rigorous, specialised training courses, which are delivered by experts in the relevant field. These courses, some of which are integrated into university undergraduate and postgraduate degree programmes, aim to improve the quality of education in the advice sector in general.

We also arrange placements for the volunteers in advice agencies, and seek to help those organisations overcome the constraints on their capacity to use more volunteers effectively. Attendees of PBC's training gain valuable skills and experience in areas of the law they are unlikely to have come across either in law school or practice. We hope that our training will serve to embed pro bono culture in the hearts and minds of young lawyers and that many of them will go on to become champions for volunteering and pro bono work in their future careers. We are increasingly making use of technology in innovative ways to achieve our aims as well as looking at ways in which the charity can become more directly involved in the delivery of advice.

The charity's key goals over the past year were to:

- Build on the success of the previous five-year student volunteer training and placement project funded by City Bridge Trust and deliver the target outputs over the first year of a new five-year programme funded by City Bridge Foundation.
- Consolidate the relationships with universities such as City University, LSE and SOAS and encourage others, particularly from outside London, to adopt similar models which are independently-funded and integrate PBC's training into mainstream legal education;
- Continue to expand PBC's activities outside London, particularly using the opportunity presented by the growth of remote working to link advice agencies in the regions with students based in London and elsewhere;
- Undertake grant projects which build on PBC's experience and expertise, particularly ones including dedicated resource for volunteer supervision and addressing the needs of people in poverty or need;
- Continue to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

Main Activities

Overview: PBC's tenth full year of operations took place in the context of an ongoing cost-of-living crisis which placed continuing strain on advice agencies and the advice sector, in general. At the same time, the impact of the global pandemic on working practices became less pronounced as an increasing number of advice agencies returned to either office or hybrid working. Whilst most of PBC's training programmes continued to be delivered online, the majority of volunteering placements arranged by the charity were in-person for the first time since early 2020.

In the summer of 2023, we had managed to secure a new five-year grant from City Bridge Foundation for a series of student volunteer training and placement programmes providing volunteers for advice agencies within Greater London. This project follows the template of a successful scheme supported by City Bridge Trust and Therium Access between 2016 and 2022. These programmes provide a solid foundation for PBC's core activities, enabling the charity to forge relationships with new universities and build new income streams from directly-commissioned programmes and related activities.

PBC continued to deliver good outcomes through the Advice Connect digital advice project run in partnership with Citizens Advice Haringey which was extended until March 2024. Furthermore, we obtained a new grant from the National Lottery Community Fund to extend and broaden the scope of Advice Connect which was due to commence in September 2024. In September 2023, we paused the Remote Appeals Clinic run by PBC and funded by Trust for London in order to seek the additional funding required to operate the clinic on a sustainable basis. We were unable to obtain this additional funding and took the decision to wind the clinic up during late 2023 and close it in early 2024. In the year from September 2023, PBC trained cohorts of students from law firm Freshfields Bruckhaus Deringer and universities including City University, LSE, Oxford University, Oxford Brookes, SOAS, King's College London, the University of Law, Royal Holloway University, BPP, Birkbeck and Queen Mary University. The income derived from sales to law firms and universities was supplemented by grant income from City Bridge Foundation and the National Lottery Community Fund.

Training: PBC has developed modular training courses in a variety of areas of social welfare law. PBC continued to refine its training by tailoring it to the particular needs of clients and partners and offering flexibility in terms of content, format, duration, schedule and venue. The training comprises a general introduction to legal advice and the practical skills involved in volunteering before going on to focus on specialist legal advice topics including welfare benefits, housing and employment law. In 2020, PBC had put considerable effort into making its existing training content suitable for digital learning and this investment continued to pay off in 2023-24 with most of our training being delivered online. PBC also sought to expand its network of freelance trainers.

Volunteers: 245 people attended PBC training programmes during the year. Most of these volunteers went on to undertake volunteering placements at advice agencies and play their part in addressing the need for free legal help, a demand which was exacerbated by the ongoing impact of the energy and cost-of-living crises, particularly in areas of social welfare law such as welfare benefits, housing and debt. In all cases, PBC facilitated these volunteering placements through the network of advice agencies with which it has developed relationships. Most advice agencies had developed systems to support remote volunteering placements by September 2022 and the majority continued to involve volunteers working remotely. However, by summer 2023 it was clear that advice agencies were beginning to return to office-based or hybrid working and, for the first time since early 2020, the majority of volunteers placed by PBC in 2023-24 undertook placements that were either in-person or hybrid. Nevertheless, the demand for remote volunteering placements remains significant as PBC works with an increasing number of universities outside London in regions where there are too few advice agencies to place all the volunteers locally.

Grant Projects: PBC's grant of £64,000 from the National Lottery Community Fund for the second year of a two-year digital advice project called "Advice Connect" run in partnership with Citizens Advice Haringey officially ended in September 2023. However, the Fund agreed to allow PBC to use a grant underspend to fund the project until the end of March 2024. In the 30 months to March 2024, the project met all its targets supporting 1,145 people with 2,089 separate issues, the majority of which were related to housing matters and associated problems. PBC subsequently submitted a new application to the National Lottery Community Fund for funding to extend and broaden the scope of Advice Connect which was successful and is due to commence on September 1st 2024.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

In 2022, PBC had obtained a grant of £45,000 per year from Trust for London to help support a two-year project delivering remote advice to clients requiring assistance with welfare benefits appeals. By the end of the project's first year it became apparent that the budget of £45,000 per annum was insufficient to operate the clinic on a long-term, sustainable basis. The decision was taken to pause the clinic in September 2023 and not to request the next grant payment then due until additional funding had been obtained either from Trust for London or elsewhere – this was determined by the trustees to be the only way to ensure continued operation of the clinic in an appropriate and sustainable manner. The charity was unable to gain this funding so took the decision to wind up the clinic in an orderly manner, ensuring that all clients whose cases had been accepted were either resolved or passed on to another advice agency (there was therefore no adverse impact on beneficiaries of the clinic, or the charity's reputation as a result of this). The clinic was officially closed in early 2024 but, during the period it had operated, resolved the cases of 40 clients who collectively generated financial gains of more than £200,000 directly as a result of the advice received through the PBC Remote Appeals Clinic.

In June 2023, PBC obtained a five-year grant of £36,000 per year from City Bridge Foundation to run a student volunteer training and placement programme that City Bridge Trust, as it was then known, had previously funded from 2016-21. During the first year of the project, PBC trained and placed 85 students from universities in London including University of Law, BPP, Royal Holloway, KCL, Birkbeck and Queen Mary. The volunteers exceeded the project's key targets, volunteering for over 4,000 hours in total and assisting more than 3,300 people in need of legal advice and support.

Accredited and Extra-Curricular Volunteer Training and Placement Programmes: PBC was re-commissioned for the seventh consecutive year by City University to deliver two credit-bearing Pro Bono Training modules as options within the University's undergraduate and postgraduate law degree programmes. The LLB module focused on legal advice and welfare benefits law whilst the LLM option featured welfare benefits and housing law as its specialist content. PBC delivered several other extra-curricular volunteer training and placement programmes which were independently-funded by LSE, SOAS, Oxford University and Oxford Brookes as well as law firm Freshfields.

Achievements and performance

Overview

During the year, 245 students attended PBC training programmes across 11 cohorts, the great majority of whom went on to undertake volunteering placements. Our online volunteering portal shows that these volunteers undertook more than 10,000 hours of volunteering during which time they assisted at least 7,500 people in need of legal advice and assistance. These figures exclude a substantial number of volunteers who undertook placements but failed to update their volunteer logs.

During the course of the year, PBC's volunteers were placed at the following Law Centres and advice agencies: Age UK Islington, Age UK Lambeth, Age UK Richmond, Agnes Smith Advice Centre, Arachne, Asylum Welcome, Barton Advice Centre, Cambridge House, Centre 70, Citizens Advice Barking & Dagenham, Citizens Advice Bedford, Citizens Advice Brent, Citizens Advice Hammersmith & Fulham, Citizens Advice Haringey, Citizens Advice Harrow, Citizens Advice Havering, Citizens Advice Kensington & Chelsea, Citizens Advice Oxford, Citizens Advice Peterborough, Citizens Advice Redbridge, Citizens Advice Southwark, Citizens Advice SORT, Citizens Advice West Oxfordshire, Citizens Advice West Sussex, Citizens Advice Westminster, Debt Free London, Ealing Law Centre, Island Advice, Justice For Tenants, Limehouse Project, Plumstead Community Law Centre, South West London Law Centres, Southwark Pensioners, Sufra NW London, Waltham Forest Migrant Action, Wiltshire Law Centre and Youth Legal & Resource Centre.

The volunteers have undertaken a wide range of tasks depending on their skills, confidence, experience and the needs of the Law Centre or advice agency at which they are volunteering. The activities undertaken include fielding and triaging new clients, signposting or referring clients, manning reception, acting as first point of contact for clients and arranging appointments and answering calls. The volunteers have liaised with third parties on behalf of clients, either over the phone or through drafting correspondence, for example, to government departments and local authorities. Volunteers drafted client advice letters, submissions and letters to court, including PIP and ESA appeals to the Upper Tribunal. They provided case summaries and attendance notes for their supervisors and, under supervision, advice and information to clients on a range of legal issues. Volunteers interviewed and assessed clients, in order to effectively triage and identify next steps for the clients, and to assist them to complete forms such as PIP applications. Some volunteers attended outreach centres, including food banks and job centres, assisting clients with queries such as entitlement to food bank vouchers and welfare benefits.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

Feedback from clients, agencies and volunteers included the following:

"Yes, very good and very helpful. Ashama was very helpful and so was Riyad. I am very thankful for what they have done, I am no longer stressed since this has now been sorted. Happy to say my debt relief order has been approved."

Client's Trustpilot review of PBC volunteers at Debt Free London

"The two PBC volunteers have been absolutely amazing: one volunteer was able to assist a very vulnerable client in the initial stages of a benefit application; this was an outstanding outcome for the client as they have been trying to get this assistance for a very long time. The other volunteer was very significant in assisting with a client getting representation at an employment hearing which is very likely to be successful."

Citizens Advice Barking & Dagenham

"The PBC volunteers assisted in gaining positive outcomes for clients, the advice centred on housing issues such as repairs and rights regarding eviction notices."

Citizens Advice Haringey

"Shahroz and Tahmim have been a great addition to our busy team and the clients they have supported have all been extremely happy with the professional service they received. Shahroz has taken on every challenge that we presented to him with willingness to contribute to the team whilst Tahmim approached each challenge with great drive and determination - she has shown exceptional leadership skills."

Southwark Pensioners

"All the students with whom we work have been utterly professional and focused in their approach." **Age UK Lambeth**

"All of our PBC volunteers have been amazing and have helped us in making our services more accessible for our users. Thank you PBC volunteers!"

Citizens Advice Harrow

"It has been deeply rewarding and fulfilling to be able to work within welfare benefits and contribute meaningfully to my community. It has also been a really enjoyable challenge to learn and develop in a new area of law."

Shirely-Anne Mason, PBC volunteer at Island Advice

"My volunteering placement with Justice for Tenants was an incredibly rewarding experience. The training provided by Pro Bono Community alone was hugely insightful, providing an overview of various legal issues affecting disadvantaged people, how these rules are applied, and the unfair outcomes which they tend to produce. With a heightened understanding of broad problems that university teaching is rarely able to provide, the volunteering placement then provides a platform to put this knowledge into action. At Justice for Tenants, I was able to gain valuable experience in communicating with clients, handling cases through various stages, and in practically applying the law to differing circumstances. Whilst I was well supported by the team, who were always on hand to answer queries, I eventually developed my own approach, with the importance of proactive approach being emphasised."

Fraser Hay, PBC volunteer at Justice For Tenants

"My volunteering experience has been incredibly rewarding. Although I was initially nervous about starting my first legal work experience in the UK, the comprehensive training provided by the scheme ensured I felt well-prepared. My team was extremely accommodating and supportive, assisting me with any issues that arose in my work. I find the work immensely fulfilling, especially knowing that it gives back to the community. Overall, I have thoroughly enjoyed the scheme and hope to continue my volunteering after I graduate!"

Frances Bajaj, PBC volunteer at Citizens Advice Stockport, Oldham, Rochdale and Trafford

Deliver Target Outputs of Core Student Volunteer Training and Placement Programme

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

A key objective for the year 2023-24 was to deliver the target outputs of a student volunteer training and placement programme funded by City Bridge Foundation for five years from June 2023 and thus build on the success of a similar scheme funded by City Bridge Trust and Therium Access from 2016-22. During the first year of the project, PBC trained and placed 85 students from universities in London including University of Law, BPP, Royal Holloway, KCL, Birkbeck and Queen Mary. The volunteers exceeded the project's key targets, volunteering for over 4,000 hours in total and assisting more than 3,300 people in need of legal advice and support across 17 advice agencies throughout London.

Pre- and post-training questionnaires showed a 73% improvement in the participants' understanding of legal advice and welfare benefits law as a result of the training they received through PBC. Following the completion of the students' placements, a PBC survey showed that 90% of advice agencies agreed that the volunteers enabled them to spend more time on providing core services and allowed them to address clients' problems and progress cases more speedily, whilst all advice agencies who responded agreed that the scheme addressed a need for volunteers at the centre and that they would consider using volunteers from PBC again in the future.

Consolidate and Build Relationships with Universities

One of PBC's strategic objectives is to integrate our training into mainstream legal education, thus increasing the level of support advice agencies receive from well-trained and highly-motivated student volunteers, whilst also developing a positive attitude towards pro bono work in young lawyers and making social welfare law part of the curriculum.

The charity took an important step towards achieving this objective when it formed a partnership with City University whereby PBC delivered a credit-bearing, pro bono training module to City University's undergraduate law students from October 2017. In 2018-19, the university commissioned a second credit-bearing module for postgraduate students doing the LLM/BPTC. Both these modules have been re-commissioned every year since. PBC was also commissioned to deliver extra-curricular volunteer training and placement programmes in 2023-24 for LSE, SOAS, Oxford University and Oxford Brookes University as well as for law firm Freshfields which commissioned a training and placement programme for its pre-trainees doing the GDL at BPP for the tenth consecutive year.

Expand PBC's Activities to New Regions

In previous years, PBC has struggled to develop sustainable relationships with advice agencies outside London because these were dependent on participating universities and law firms being located sufficiently nearby for volunteers to travel to the workplace. Following the pandemic and the widespread introduction of remote working, PBC has generated relationships with numerous advice agencies in towns and regions ranging from Greater Manchester and Oxford to Wiltshire and West Sussex. This, in turn, has helped PBC to develop relationships with universities outside London such as Oxford University and Oxford Brookes University. As a result, at least 13% of clients receiving assistance from PBC volunteers lived outside London.

Developing Legal Advice Projects

PBC is committed to finding ways to mitigate the constraints on the use of volunteers by advice agencies as a result of limited resources for supervision. Furthermore, we have sought to develop grant applications for projects which address the needs of people whose lives have been adversely affected by the Covid-19, cost-of-living and energy crises.

In 2021 and 2022, we successfully applied for grants to undertake digital advice projects from the National Lottery Community Fund (NLCF) and Trust for London (TfL). Both grant applications were designed to provide end-to-end digital advice in which all participants – trainers, supervisors, administrators, volunteers and clients – are located remotely.

The NLCF "Advice Connect" project is run in partnership with Citizens Advice Haringey and commenced in October 2021 for two years. It is targeted at people living in the private rented sector in Haringey experiencing difficulties with housing, employment and debt, a group that has been disproportionately affected by both the pandemic and the subsequent cost-of-living crisis.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

The project was scheduled to end in September 2023 but the National Lottery Community Fund permitted PBC to use a grant underspend to fund the project until the end of March 2024. In the 30 months to March 2024, the project met all its targets supporting 1,145 people with 2,089 separate issues, the majority of which were related to housing matters and associated problems. The advice was delivered entirely remotely and digitally. 68% of Advice Connect's clients were aged under 40, 51% were from a non-white background, 59% of clients were female and 53% identified themselves as disabled or having a long-term physical or mental health condition. By March 2024, Advice Connect recorded outcomes for clients in terms of income gains, reimbursements and loans amounting to more than £889,000. PBC subsequently submitted a new application to the National Lottery Community Fund for funding to extend and broaden the scope of Advice Connect which was successful and due to commence on September 1st 2024.

The Trust for London grant provided some funding towards a digital advice clinic run by Pro Bono Community itself which specialised in welfare benefits appeals and commenced in September 2022. As noted above, we were unable to obtain the additional funding required to operate the clinic sustainably and thus closed it in early 2024. Nevertheless, during the period the clinic had operated, it resolved the cases of 40 clients who collectively received financial gains of more than £200,000 directly as a result of the advice received through the PBC Remote Appeals Clinic.

Training Programmes

All PBC's training prior to March 2020 had been delivered face-to-face so the charity's decision to move all its training online for the foreseeable future represented a major challenge. We trialled various tools and settled on Zoom as the most effective and reliable platform for digital training and adapted training materials to make them more suitable for online delivery. The majority of the training we provided in the year from September 2023 was live and remote. Although it is difficult to replicate the intimacy of classroom teaching, we are confident that our online training remains interactive and engaging - feedback from attendees has continued to be overwhelmingly positive and comparable with that received in previous years for classroom teaching.

Our volunteers

Although we train and place volunteers in other organisations, this year the charity did not itself use volunteers.

Public benefit statement

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

Financial review

The financial results for the year are set out in the Statements of Financial Activities on page 12. The charity recorded an overall deficit of £18,581 (2023 – surplus £16,211). The financial position at the year revealed by the Balance Sheet on page 13 shows net current assets or working capital of £60,234 (2023 – £78,815).

Principal funding sources

PBC aims to develop a diverse funding base for its activities. PBC continues to attract funding for its various projects from a wide range of other sources – other charities, private companies (such as law firms) and the charity's own income generating activities (having regard to HMRC and Charity Commission guidance relating to "Charities and Trading").

Investment powers and policy

The trustees have considered the most appropriate policy for investing surplus funds and have found that, at this stage, bank deposit accounts provide the appropriate combination of security, accessibility and income growth.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

Reserves policy

As at 31st August 2024 accounts showed reserves of £60,234 (2023 - £78,815), of which £7,085 (2023 - £30,233) was restricted. The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £53,149 (2023 - £48,582).

The trustees seek to ensure that the level of reserves are appropriate for the charity, balancing the need to keep funds aside to mitigate risk against the need to ensure that funds can be spent in furtherance of the charity's aims.

Having regard to the particular circumstances of any ongoing effects of the cost-of-living crisis, Pro Bono Community's trustees recognised that charities face a variety of risks and that it is important that there are sufficient free reserves to tide an organisation over in difficult financial circumstances or, in the worst case, to allow an organisation to wind up in an orderly manner, meeting its obligations to staff and service users.

The principal risk to Pro Bono Community is an unexpected shortfall in either sales or grant income and the trustees have agreed to keep a certain level of financial reserves to ensure that main operations can continue for a period in the event of severe financial difficulties.

The main concerns of the board are to ensure:

- That staff can continue working, primarily to secure new sales or grant funding; and
- That any service for which income has already been received can be properly fulfilled.

The trustees met regularly during 2023-24 to monitor the ongoing impact of the cost-of-living crisis on the charity's finances and agreed to maintain a level of unrestricted reserves which would keep the charity running for at least six months and up to a year.

The approach to reserves is under regular review by the trustees - the trustees have regard to the Charity Commission's guidance "How to set a reserves policy for your charity".

Future Activities

PBC's principal strategic objective is to address the urgent and growing need for increased access to high-quality pro bono advice from well-trained and highly-motivated volunteers at Law Centres and other advice agencies. This mission is even more urgent in the light of the ongoing economic effects of the cost-of-living crisis, causing people who have never needed advice before to seek assistance with problems related to employment, housing, welfare benefits, debt and other areas of social welfare law.

The charity is also focused on ensuring the charity remains active, effective and resilient in the face of the challenges presented by the cost-of-living crisis. In that context, our aim is to grow the outputs of the charity by building on our income-generating activities and seeking new sources of grant funding.

Additionally, the range of objectives during 2024-25 and beyond include, but are not limited to, the following:

- Build on the success of the first year of the five-year student volunteer training and placement project funded by City Bridge Foundation and deliver the target outputs over the second year;
- Consolidate the relationships with universities such as City University, SOAS and Oxford University and encourage others, particularly from outside London, to adopt similar models which are independently-funded and integrate PBC's training into mainstream legal education;
- Continue to expand PBC's activities outside London, particularly using the opportunity presented by the growth of remote working to link advice agencies in the regions with students based in London and elsewhere;
- Undertake grant projects which build on PBC's experience and expertise, particularly ones including dedicated resource for volunteer supervision and addressing the needs of people in poverty or need;
- Continue to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

Structure, governance and management

Governing document

The organisation is a charitable incorporated organisation (CIO) registered as a charity with the Charity Commission on 2 August 2013 (Charity no. 1153220). The charity is established under a written constitution that specifies the objects and powers of the charity and is also governed under this constitution.

Recruitment and appointment of Trustees

New trustees of PBC are appointed by the board of trustees in accordance with clause 9 of PBC's constitution.

PBC recruits and appoints trustees in accordance with the following process:

- The trustees publish an advertisement;
- Interested persons are invited to contact the existing trustees, upon which they are provided with details of how to apply for the role, Declaration of Eligibility Forms and the details of current trustees – completion of eligibility forms, including the Charity Commission's trustee declaration, is a requirement pre-appointment of any proposed trustee;
- Applicants are shortlisted and invited for interview, in accordance with internal selection criteria;
- Following a successful interview, the proposed candidate is presented to the board of trustees for approval and formal appointment;
- Successful candidates are notified and formally appointed by the board of trustees.

Organisational Structure

The board of trustees takes strategic and major financial decisions. The trustees of PBC have delegated day-to-day management of PBC to executive director Bill Skirrow who, in turn, supervises the work of the training & volunteer coordinator as well as any external suppliers and freelance assistance such as trainers and consultants. The executive director works with the trustees to deliver the charity's goals and objectives set out in board papers, strategic documents such as business plans and in the terms and conditions of its grants. The executive director and training & volunteer coordinator supervise and manage the charity's relationships with partner organisations including law firms, course providers, law centres, advice agencies, suppliers and other third sector organisations.

Trustee induction and training

The trustees maintain a good working knowledge of charity governance and best practice through reading of charity press articles and guidance produced by the Charity Commission and other Government and voluntary organisation advisory websites.

New trustees are given copies of previous minutes as appropriate and have an induction conversation with the Chair. PBC reviews information provided to new trustees to ensure that they have a good understanding of the organisation. PBC also gives new trustees access to a shared drive including operational information relevant to the organisation (e.g., policies and procedures).

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

Risk Management

The trustees have considered the major risks to which PBC is exposed and have reviewed those risks and established systems and procedures to manage them.

PBC's trustees consider that the principal risk to PBC is an unexpected shortfall in either sales or grant income. The charity mitigates this risk in the following ways:

- PBC's income is derived from both sales and grant income, enabling the charity to spread the risk from a shortfall in one income stream or the other.
- PBC has a very lean infrastructure and outsources the majority of its service provision to third parties who are not themselves paid until the relevant income has been received by PBC.
- PBC maintains a level of reserves which would permit it to continue operations for a period of time if such a shortfall were experienced.

The trustees also consider ensuring that funds are properly managed and accounted for is a major risk and the measures put in place to manage this risk include the Board of Trustees receiving regular financial reports from the Executive Director who takes routine day-to-day financial decisions. The Chair, Treasurer, Executive Director and other trustees as may be approved by the board from time to time have access to the charity's bank account and monitor payments in and out of the account on a regular basis. No payments of more than £500 may be made without the authorisation of two of the designated account operators. The charity's payroll is handled by accountancy firm Ramon Lee.

Related parties

PBC is one of several organisations that worked from the National Pro Bono Centre in Chancery Lane until June 2020. These organisations all operate within the field of pro bono legal assistance but there is no constitutional relationship between PBC and any other organisation. PBC has established informal relationships with organisations in the sector including The London Legal Support Trust, Advice Services Alliance, Advocate, Advice UK, Law Centres Network and LawWorks. PBC has developed a relationship with a number of universities to embed the charity's training and placement scheme in either their undergraduate and postgraduate degree courses or extra-curricular activities.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

Statement of Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

The Trustees' report was approved by the Board of Trustees and signed on its behalf:

Signed by:

D0FBC6E43C29459...
Livia Velicu
(Chair)

3 June 2025

PRO BONO COMMUNITY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PRO BONO COMMUNITY

I report to the trustees on my examination of the financial statements of Pro Bono Community (the charity) for the year ended 31 August 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Signed by:



BEA6442682BF4CE...
David Terry FCA

Ramon Lee Ltd
Chartered Accountants
93 Tabernacle Street
London
EC2A 4BA

Dated: 3 June 2025

PRO BONO COMMUNITY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2024

	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income from:					
Income from Charitable activities	3	64,500	36,542	101,042	175,257
Investments	4	395	-	395	399
Total income		<u>64,895</u>	<u>36,542</u>	<u>101,437</u>	<u>175,656</u>
Expenditure on:					
Raising funds	5	17,631	-	17,631	16,405
Charitable activities	6	42,697	59,690	102,387	143,040
Total expenditure		<u>60,328</u>	<u>59,690</u>	<u>120,018</u>	<u>159,445</u>
Net income/(expenditure) for the year/ Net movement in funds		4,567	(23,148)	(18,581)	16,211
Fund balances at 1 September 2023		<u>48,582</u>	<u>30,233</u>	<u>78,815</u>	<u>62,604</u>
Fund balances at 31 August 2024		<u><u>53,149</u></u>	<u><u>7,085</u></u>	<u><u>60,234</u></u>	<u><u>78,815</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 14 to 23 form part of these financial statements.

PRO BONO COMMUNITY**BALANCE SHEET****AS AT 31 AUGUST 2024**

	Notes	2024 £	£	2023 £	£
Current assets					
Debtors	11	1,678		1,749	
Cash at bank and in hand		71,652		85,990	
		<u>73,330</u>		<u>87,739</u>	
Creditors: amounts falling due within one year					
	12	(13,096)		(8,924)	
Net current assets			<u>60,234</u>		<u>78,815</u>
Income funds					
Restricted funds	14		7,085		30,233
Unrestricted funds			53,149		48,582
			<u>60,234</u>		<u>78,815</u>

The financial statements were approved by the Trustees on 3 June 2025 and were signed behalf by:

Signed by:

D0FBC6E43C29459...
Livia Velicu
(Chair)

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The Charity's Accounts shows Net deficit of £18,581 (2023 – surplus £16,211) for the year and free reserves at £53,149 (2023 - £48,582). The trustees are of the view that these results have secured the immediate future of the Charity for the next 12 months and on this basis the Charity is a going concern.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All income is included in the statement of financial activities when the Charity is legally entitled to it, receipt is probable and the amount can be measured with sufficient reliability.

Grant income

Grants are credited to the statement of financial activities when the Charity is entitled to the funds. Income is only deferred where there are time constraints imposed by the donor or if the funding is performance related.

Where entitlement to grants receivable is dependent upon fulfilment of conditions within the charity's control, the income is recognised when there is sufficient evidence that conditions will be met.

Grants supporting the core activities of the Charity and with no specific restrictions placed upon their use are included within donations and legacies. Grants that have specific restrictions placed upon their use are included within income from charitable activities.

Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Depreciation on the related fixed assets is charged against the restricted fund.

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

(Continued)

Donations and legacies

Donations are recognised in the period in which they are received. Legacy income is recognised when the charity's entitlement is judged to be probable and where the amount can be reliably measured.

Contract income

Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit 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.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Allocation of support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance cost, finance, and office costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 6.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1.8 Taxation

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies (Continued)

1.9 Creditors and Provisions

Creditors and Provisions are recognised when the charity has a legal or constructive present obligation as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

1.10 Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution is provided in the trustees' report.

1.11 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.12 Donated goods and services

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the item is probable and that economic benefit can be measured reliably.

Donated professional services and facilities are included in income at the estimated value of the gift to the charity when received, based on the amount that the charity would have been prepared to pay for these services or facilities had it been required to purchase them, with a corresponding entry in the appropriate expenditure heading for the same amount. Donated fixed assets are similarly taken to income at the value to the charity with the other entry being capitalised in fixed assets.

1.13 Pension

The Charity operates a defined contribution pension scheme on behalf of its employees. Contributions are charged to the Statement of Financial Activities in the period in which they are payable. The assets of the scheme are held separately from those of the charity in an independently administered fund.

1.14 Cash flow statement

The charitable incorporated organisation qualifies as a small charity and advantage has been taken of the exemption provided by SORP (FRS 102) as amended by Bulletin 2, not to prepare a cash flow statement.

2 Critical accounting estimates and judgements

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

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

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

3 Income from Charitable activities

	Legal advice training £	Total 2024 £	Total 2023 £
National Lottery Community Fund	-	-	63,985
Fees for Volunteer Training & Programmes	64,500	64,500	57,250
City Bridge Trust	36,542	36,542	9,022
Trust for London Grant	-	-	45,000
	<u>101,042</u>	<u>101,042</u>	<u>175,257</u>
Analysis by fund			
Unrestricted funds	64,500	64,500	57,250
Restricted funds	36,542	36,542	118,007
	<u>101,042</u>	<u>101,042</u>	<u>175,257</u>
For the year ended 31 August 2023			
Unrestricted funds	57,250		57,250
Restricted funds	118,007		118,007
	<u>175,257</u>		<u>175,257</u>

4 Investments

	Unrestricted funds £	Total 2024 £	Total 2023 £
Interest Income	395	395	399
	<u>395</u>	<u>395</u>	<u>399</u>
For the year ended 31 August 2023	<u>399</u>		<u>399</u>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

5 Raising funds

	Unrestricted funds £	Total 2024 £	Total 2023 £
Staff costs	11,210	11,210	9,995
Share of support costs (see note 8)	5,444	5,444	5,236
Share of governance costs (see note 8)	977	977	1,174
	<u>17,631</u>	<u>17,631</u>	<u>16,405</u>
For the year ended 31 August 2023			
Fundraising and publicity	<u>16,405</u>		<u>16,405</u>
	<u>16,405</u>		<u>16,405</u>

6 Charitable activities

	Legal advice training £	Total 2024 £	Total 2023 £
Staff costs	50,591	50,591	50,337
Other direct costs	30,517	30,517	48,538
	<u>81,108</u>	<u>81,108</u>	<u>98,875</u>
Grant to Institution (see note 7)	9,864	9,864	32,770
Share of support costs (see note 8)	9,678	9,678	9,308
Share of governance costs (see note 8)	1,737	1,737	2,087
	<u>102,387</u>	<u>102,387</u>	<u>143,040</u>
Analysis by fund			
Unrestricted funds	<u>42,697</u>	<u>42,697</u>	<u>45,595</u>
Restricted funds	<u>59,690</u>	<u>59,690</u>	<u>97,445</u>
For the year ended 31 August 2023			
Unrestricted funds	<u>45,595</u>		<u>45,595</u>
Restricted funds	<u>97,445</u>		<u>97,445</u>
	<u>143,040</u>		<u>143,040</u>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

7 Grants to Institution

	Total 2024 £	Total 2023 £
Citizens Advice Haringey	9,864	32,770
	<u>9,864</u>	<u>32,770</u>

8 Support costs

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between charity's key activity undertaken (see note 6) in the year. All the general support and governance costs have been apportioned to the various charitable activities on the basis of staff time allocated to each activity.

	Support costs £	Governance costs £	Total 2024 £	Total 2023 £
Staff costs	11,210	-	11,210	9,995
Communication and IT costs	2,639	-	2,639	2,354
Insurance	986	-	986	886
Staff recruitment expense	-	-	-	499
Miscellaneous expenses	287	-	287	810
Legal and professional fees	-	674	674	1,031
Independent examination fees	-	2,040	2,040	2,230
	<u>15,122</u>	<u>2,714</u>	<u>17,836</u>	<u>17,805</u>
Analysed between				
Fundraising	5,444	977	6,421	6,410
Charitable activities	9,678	1,737	11,415	11,395
	<u>15,122</u>	<u>2,714</u>	<u>17,836</u>	<u>17,805</u>

9 Net movement in funds

	2024 £	2023 £
Independent Examination Fees	2,040	2,230
	<u>2,040</u>	<u>2,230</u>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

10 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Direct charitable work	1.00	1.00
Raising funds	0.25	0.25
Office and administration	0.25	0.25
	<hr/>	<hr/>
Total	1.50	1.50
	<hr/> <hr/>	<hr/> <hr/>

Employment costs

	2024	2023
	£	£
Wages and salaries	69,023	62,456
Social security costs	604	5,083
Pension costs	3,384	2,788
	<hr/>	<hr/>
	73,011	70,327
	<hr/> <hr/>	<hr/> <hr/>

There were no employees whose annual remuneration was more than £60,000.

11 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Other debtors	596	596
Prepayments	1,082	1,153
	<hr/>	<hr/>
	1,678	1,749
	<hr/> <hr/>	<hr/> <hr/>

12 Creditors: amounts falling due within one year

	2024	2023
	£	£
	Notes	
Deferred income	13	9,474
Taxation and social security		582
Pension		195
Accruals		2,845
		<hr/>
		13,096
		<hr/> <hr/>
		8,924
		<hr/> <hr/>

13 Deferred income

Deferred income is included in the financial statements as follows:

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

13 Deferred income	(Continued)	
	2024	2023
	£	£
Movements in the year:		
Deferred income at 1 September 2023	-	-
Resources deferred in the year	9,474	-
	<u> </u>	<u> </u>
Deferred income at 31 August 2024	<u>9,474</u>	<u> </u>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds			
	Balance at 1 September 2022	Incoming resources	Resources expended	Transfers	Balance at 1 September 2023	Incoming resources	Resources expended	Balance at 31 August 2024
	£	£	£	£	£	£	£	£
National Lottery Community Fund	9,671	63,985	(56,412)	-	17,244	-	(11,853)	5,391
Therium Access Limited	2,924	-	-	(2,924)	-	-	-	-
City Bridge Trust	-	9,022	(8,746)	-	276	36,542	(35,124)	1,694
TFL Grant	-	45,000	(32,287)	-	12,713	-	(12,713)	-
	<u>12,595</u>	<u>118,007</u>	<u>(97,445)</u>	<u>(2,924)</u>	<u>30,233</u>	<u>36,542</u>	<u>(59,690)</u>	<u>7,085</u>

City Bridge Trust: Grant towards a part-time salary, training costs and overheads to train law students to volunteer in community advice agencies.

National Lottery Community Fund: Grant for funding a project run in collaboration with Citizens Advice Haringey delivering housing law and other advice to people in Haringey

Trust for London Grant - towards the cost of developing and running a remote clinic providing free specialist social security legal advice to clients requiring casework and representation for appeals to the First Tier and Upper Tribunal.

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

15 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Fund balances at 31 August 2024 are represented by:						
Current assets/(liabilities)	53,149	7,085	60,234	48,582	30,233	78,815
	<u>53,149</u>	<u>7,085</u>	<u>60,234</u>	<u>48,582</u>	<u>30,233</u>	<u>78,815</u>

16 Pension Costs

The pension cost charge represents contributions payable by the charity to the fund and amounted to £4,108 (2023 - £2,788). Contributions totaling £195 at the year end and are included in creditors.

17 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

PRO BONO COMMUNITY

England & Wales - Charity number 1153220

Accounts

Charity registration number 1153220

PRO BONO COMMUNITY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

PRO BONO COMMUNITY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Oliver Hyams	(Chair, resigned on 19 April 2023)
	Livia Velicu	(Co-Vice Chair and Secretary to 19 April 2023, appointed Chair on 19 April 2023)
	Dinah Crystal OBE	(Co-Vice Chair, resigned on 19 January 2023)
	Omar Qadir	(Treasurer)
	David Dowling	(Resigned on 19 April 2023)
	The Honourable Mr Justice Adam Johnson	
	Daniel Laking	
	Stephanie Cunningham	(Resigned on 19 April 2023)
	Claire Marshall	(Appointed on 19 April 2023)
	Harriet Hall	(Appointed on 12 July 2023)
	Steve Levett	(Appointed Vice Chair on 12 July 2023)

Senior Management: Bill Skirrow – Executive Director

Charity number 1153220

Registered office 93 Tabernacle Street
London
EC2A 4BA

Correspondence Address: 93 Tabernacle Street
London
EC2A 4BA

Independent examiner David Terry FCA
Ramon Lee Ltd
Chartered Accountants
93 Tabernacle Street
London
EC2A 4BA

Bankers Triodos Bank
Deanery Road
Bristol
BS1 5AS

PRO BONO COMMUNITY

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PRO BONO COMMUNITY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees present their annual report and financial statements for the year ended 31 August 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 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 (FRS 102)" (effective 1 January 2019).

Objectives and activities

Purposes of the charity

As set out in its constitution, Pro Bono Community's vision is to improve access to justice through legal education, for the public benefit. Pro Bono Community's objects are:

The objects of the CIO are for the public benefit:

- The advancement of legal education and the study of law;
- The prevention and relief of poverty, hardship and distress through the promotion of effective legal education and training in the areas of law most likely to affect those in poverty or need and to the benefit of those in poverty or need and the provision of free legal advice and assistance to people who are unable to afford to pay for such advice; and
- The promotion of the sound administration and development of the law.

Aims and Objectives

Pro Bono Community ('PBC') is a registered charity which provides specialist training to equip lawyers, trainees and law students with the skills and expertise to become effective volunteers, before placing them in advice agencies and clinics. By training volunteers and providing them with volunteering placements, we aim to increase the amount – and improve the quality – of free legal advice, in the areas of law most affecting those in need.

We have developed rigorous, specialised training courses, which are delivered by experts in the relevant field. These courses, some of which are integrated into university undergraduate and postgraduate degree programmes, aim to improve the quality of education in the advice sector in general.

We also arrange placements for the volunteers in advice agencies, and seek to help those organisations overcome the constraints on their capacity to use more volunteers effectively. Attendees of PBC's training gain valuable skills and experience in areas of the law they are unlikely to have come across either in law school or practice. We hope that our training will serve to embed pro bono culture in the hearts and minds of young lawyers and that many of them will go on to become champions for volunteering and pro bono work in their future careers. We are increasingly making use of technology in innovative ways to achieve our aims as well as looking at ways in which the charity can become more directly involved in the delivery of advice.

The charity's key goals over the past year were to:

- Build on the success of the City Bridge Trust and Therium Access projects by finding a new sponsor for our core student volunteer training and placement scheme;
- Consolidate the relationships with City University, LSE, UCL, Goldsmiths and others by encouraging more universities to adopt similar models which are independently-funded and integrate PBC's training into mainstream legal education;
- Continue to expand PBC's activities outside London, particularly using the opportunity presented by the growth of remote working to link advice agencies in the regions with students based in London and elsewhere;
- Undertake grant projects which build on PBC's experience and expertise, particularly ones including dedicated resource for volunteer supervision and addressing the needs of people whose lives have been adversely affected by Covid-19 and the subsequent energy and cost-of-living crises;

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

- Build the capacity to deliver free legal advice independently through PBC's own digital advice clinic; and
- Continue to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified.

Main Activities

Overview: PBC's ninth full year of operations took place against the backdrop of a growing cost-of-living crisis affecting both wider society and the charity itself as well as placing increased demand on the advice sector. PBC had already moved all its activities online in 2020 and, in the year to August 31st 2023, most of our training continued to be delivered online and the majority of volunteering placements we arranged were remote although, by the end of the year, the number of in-person placements was rising.

This was the first year since 2015 in which PBC was unable to secure a grant to run training and volunteer programmes for university students without charging universities or their students, although this was partly compensated for by an increase in the number of students trained and placed through directly-commissioned programmes. We did manage to secure a five-year grant to run our core training and placement programmes from City Bridge Trust but this commenced in June 2023 so its impact largely falls outside the remit of this report.

PBC continued to deliver good outcomes through the Advice Connect digital advice project run in partnership with Citizens Advice Haringey and also commenced a new project in September 2022 which involved PBC delivering advice directly through its own advice clinic. In the year from September 2022, PBC trained cohorts of students from law firm Freshfields Bruckhaus Deringer and universities including City University, LSE, University College London, King's College London, the University of Law, Goldsmiths, BPP, SOAS and Royal Holloway. PBC also trained a cohort of lawyers from leading law firms in a project organised by advice agency Community Links and funded by law firm Clifford Chance. The income derived from sales to law firms and universities was supplemented by grant income from the National Lottery Community Fund, Trust for London and City Bridge Trust.

Training: PBC has developed modular training courses in a variety of areas of social welfare law. PBC continued to refine its training by tailoring it to the particular needs of clients and advice agencies and offering flexibility in terms of content, format, duration, schedule and venue. The training comprises a general introduction to legal advice and the practical skills involved in volunteering before going on to focus on specialist legal advice topics including welfare benefits, housing and employment law. In 2020, PBC had put considerable effort into making its existing training content suitable for digital learning and this investment continued to pay off in 2022-23 with most of our training being delivered online. PBC also sought to expand its network of freelance trainers.

Volunteers: 184 people attended PBC training programmes during the year. The majority of these volunteers went on to undertake volunteering placements at Law Centres and advice agencies and play their part in addressing the need for free legal help, a demand which was exacerbated by ongoing fallout from the pandemic and the impact of the energy and cost-of-living crises, particularly in certain areas of social welfare law. In all cases, PBC facilitated these volunteering placements through the network of Law Centres and advice agencies with which it has developed relationships. Most advice agencies had developed systems to support remote volunteering placements by September 2022 and the majority continued to involve volunteers working remotely. However, by summer 2023 it was clear that advice agencies were beginning to return to office-based or hybrid working and that, going forward, the balance was likely to shift back towards in-person/hybrid placements. Nevertheless, we anticipate that there will be an ongoing need for remote volunteer placements, particularly outside London.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Grant Projects: PBC received a grant of £64,000 from the National Lottery Community Fund for the second year of a two-year digital advice project called "Advice Connect" which was run in partnership with Citizens Advice Haringey and commenced in October 2021. The project experienced some challenges at the beginning of the year as a result of staff turnover at CA Haringey and the Fund gave PBC permission to extend the project to the end of 2023. PBC also obtained a grant of £45,000 per year from Trust for London to help support a two-year project delivering remote advice to clients requiring assistance with welfare benefits appeals. This project also experienced some early challenges when a key member of staff left shortly after launching the clinic. But the project was stabilised in early 2023 with the recruitment of two new supervisors. In June 2023, City Bridge Trust awarded PBC a grant of £36,000 per year to run a student volunteer training and placement programme that it had previously funded from 2016-21. Although the first cohort on this programme was trained and placed in the summer of 2023, the impact of this and subsequent cohorts will be delivered in 2023-24.

Accredited and Extra-Curricular Volunteer Training and Placement Programmes: PBC was re-commissioned for the sixth consecutive year by City University to deliver two credit-bearing Pro Bono Training modules as options within the University's undergraduate and postgraduate law degree programmes. The LLB module focused on legal advice and welfare benefits law whilst the LLM option featured housing and employment law as its specialist content. PBC delivered several other extra-curricular volunteer training and placement programmes which were independently-funded by LSE, UCL, SOAS and Goldsmiths as well as law firm Freshfields.

Achievements and performance

Overview

During the year, 184 students attended PBC training programmes across 12 cohorts, the great majority of whom went on to undertake volunteering placements. Our online volunteering portal shows that these volunteers undertook more than 4,000 hours of volunteering during which time they assisted 3,917 people in need of legal advice and assistance. These figures exclude a substantial number of volunteers who undertook placements but failed to update their volunteer logs.

During the course of the year, PBC's volunteers were placed at the following Law Centres and advice agencies: Age UK Islington, Age UK Lambeth, Age UK Richmond, Arachne, Citizens Advice Brent, Citizens Advice Doncaster, Citizens Advice Enfield, Citizens Advice Haringey, Citizens Advice Harrow, Citizens Advice Kensington & Chelsea, Citizens Advice Peterborough, Citizens Advice Redbridge, Citizens Advice SORT, Citizens Advice Sutton, Citizens Advice Wandsworth, Citizens Advice West Sussex, Disability Law Service, East End CAB, Fair Money Advice, Justice For Tenants, Nucleus, Southwark Pensioners, Sufra, Tower Hamlets Law Centre, Toynbee Hall and Wiltshire Law Centre.

The volunteers undertook a wide range of tasks depending on their skills, confidence, experience and the needs of the Law Centre or advice agency at which they were volunteering. The typical activities of volunteers involved triaging and exploring issues with clients, discussing the cases with supervisors, drafting advice and then delivering that advice to client. During the year, volunteers were heavily involved in assisting clients with financial problems arising from the ongoing effects of the pandemic and the growing impact of the energy and cost-of-living crises. Tasks undertaken by volunteers in this respect included: assisting clients to complete benefits and other application forms such as Universal Credit applications, ESA50 forms and PIP applications; appealing PIP decisions, undertaking research and drafting appeal documents; attending appeals with clients; assisting clients to maximise income; interviewing and assisting clients remotely using video conferencing platforms, telephone and email – with many volunteers working on advice lines focusing on employment queries, benefits and other debt-related issues.

Feedback from clients who received assistance from PBC volunteers included the following:

Mr P is a young man with a diagnosis of bipolar disorder, depression, hypomania and anxiety. He was referred to PBC after he made an unsuccessful claim for Personal Independence Payment (PIP), and again failed at mandatory reconsideration stage. PBC volunteer Zoe took on his case, meeting with him extensively to discuss the case, collect further evidence and complete a written submission. Upon submitting these, Mr P soon received a letter from the DWP informing him that they would revise their decision in his favour, lapsing the appeal. Mr P went from nil award to an award of the enhanced rate of the daily living component of PIP and did not have to attend a tribunal hearing, avoiding a protracted waiting period and associated stress.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

He wrote to thank Zoe:

"Thank you so much for your help! I really couldn't have got this result without you!"

Mr and Mrs H are a pensioner couple who were in receipt of Pension Credit (PC) and Attendance Allowance (AA). Mrs H had a serious eye problem which required surgery but had been told there was a very long wait for this on the NHS. They went to Latvia for the surgery which was complex and protracted. Due to their absence from the UK their PC and AA were stopped and, although they explained the reasons for the absence, they could not get their benefits reinstated. They were referred to the clinic by a local Citizens Advice office and after a long examination of the facts and timeline of events we corresponded with the DWP and benefits were fully restored with arrears of AA paid.

Mr H was extremely grateful at the result especially as he had been trying to resolve the problem by himself for so long:

"Thanks for your help and support, we have achieved the first and significant success. Today I received a bank statement stating that the Attendance Allowance (AA) benefit that was withheld has been paid in full for all seven months and restored. And you, Ms O'Reilly, have successfully developed and achieved a complete victory in solving the important issue of helping my wife. Nothing would have been possible without your great and comprehensive support...your work is worthy of gratitude and praise."

Core Student Volunteer Training and Placement Scheme

From 2016-2022, the charity was able to secure grants initially from City Bridge Trust and latterly from Therium Access to run training and volunteer placement programmes for university students without charging universities or their students. In addition to generating a minimum of 80 student volunteers each year who went on to undertake volunteering placements, build capacity at advice agencies and assist people in need of legal help, these core training programmes enabled the charity to gain sufficient confidence from universities in these schemes for them to consider commissioning them independently. Whilst we were unable to secure a similar grant for 2022-23 we did manage to gain a new five-year grant for this purpose from City Bridge Trust which commenced in June 2023 and thus its impact falls outside the remit of this report.

Accredited and Extra-Curricular Volunteer Training and Placement Programmes

One of PBC's strategic objectives is to integrate our training into mainstream legal education, thus increasing the level of support advice agencies receive from well-trained and highly-motivated student volunteers, whilst also developing a positive attitude towards pro bono work in young lawyers and making social welfare law part of the curriculum.

The charity took an important step towards achieving this objective when it formed a partnership with City University whereby PBC delivered a credit-bearing, pro bono training module to City University's undergraduate law students from October 2017. In 2018-19, the university commissioned a second credit-bearing module for postgraduate students doing the LLM/BPTC. Both these modules have been re-commissioned every year since. PBC was also commissioned to deliver extra-curricular training and placement programmes in 2022-23 for LSE, UCL, SOAS, Goldsmiths and law firm Freshfields. Separately, advice agency Community Links commissioned from PBC a housing law training programme for City lawyers which was funded by law firm Clifford Chance.

Expand PBC's Activities to New Regions

In previous years, PBC has struggled to develop sustainable relationships with advice agencies outside London because these were dependent on participating universities and law firms being located sufficiently nearby for volunteers to travel to the workplace. Following the pandemic and the widespread introduction of remote working, PBC has generated relationships with numerous advice agencies in towns and regions ranging from Greater Manchester and Doncaster to Peterborough, Wiltshire and West Sussex. As a result, at least 11% of clients receiving assistance from PBC volunteers lived outside London.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Developing Legal Advice Projects

PBC is committed to finding ways to mitigate the constraints on the use of volunteers by advice agencies as a result of limited resources for supervision. Furthermore, we have sought to develop grant applications for projects which address the needs of people whose lives have been adversely affected by Covid-19 and its consequences.

In the summer of 2021, we successfully applied for grants to undertake digital advice projects from the National Lottery Community Fund (NLCF) and Trust for London (TfL). Both grant applications were successful and designed to provide end-to-end digital advice in which all participants – trainers, supervisors, administrators, volunteers and clients – are located remotely.

The NLCF “Advice Connect” project is run in partnership with Citizens Advice Haringey and commenced in October 2021 for two years. It is targeted at people living in the private rented sector in Haringey experiencing difficulties with housing, employment and debt, a group that has been disproportionately affected by both the pandemic and the subsequent cost-of-living crisis. Following some early setbacks, mainly relating to staff turnover at Citizens Advice Haringey, the project was extended by three months to end in December 2023. By October 2023, Advice Connect had exceeded its output targets by delivering advice to 1008 people with 1934 separate issues, the majority of which were related to housing matters and associated problems particularly rent and eviction. The advice was delivered entirely remotely and digitally. 70% of Advice Connect’s clients were aged under 40, 51% were from a non-white background, 60% of clients were female and 55% identified themselves as disabled or having a long-term physical or mental health condition. The impact of advice can take time to filter through the system so financial outcomes are ongoing but, at the time of writing, the project had recorded outcomes for clients in terms of income gains, reimbursements and loans amounting to more than £835,000. We expect these figures to increase further over the coming months as landlords and public authorities respond to the clients who were assisted through Advice Connect.

The Trust for London grant provided some funding towards a digital advice clinic run by Pro Bono Community itself which specialised in welfare benefits appeals and commenced in September 2022. The project underwent early challenges as a result of key staff leaving prematurely and the clinic did not begin operating on a stable basis until spring 2023 when two new supervisors were recruited. Despite these setbacks, the clinic had resolved 33 cases by the end of August 2023 with financial gains to clients of £156,000 as a result of the clinic supporting them through successful welfare benefits appeals. It has only been able to recruit part-time supervisors with the available funding and the trustees of Pro Bono Community decided to pause the clinic at the end of August 2023 and only support existing clients whilst the charity sought the additional funding required to supplement the existing grant and make the clinic sustainable.

Training Programmes

All PBC’s training prior to March 2020 had been delivered face-to-face so the charity’s decision to move all its training online for the foreseeable future represented a major challenge. We trialled various tools and settled on Zoom as the most effective and reliable platform for digital training and adapted training materials to make them more suitable for online delivery. The majority of the training we provided in the year from September 2022 was live and remote. Although it is difficult to replicate the intimacy of classroom teaching, we are confident that our online training remains interactive and engaging - feedback from attendees has continued to be overwhelmingly positive and comparable with that received in previous years for classroom teaching.

Our volunteers

Although we train and place volunteers in other organisations, this year the charity did not itself use volunteers.

Public benefit statement

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

Financial review

The financial results for the year are set out in the Statements of Financial Activities on page 11. The charity recorded an overall surplus of £16,211 (2022 – net deficit of £2,461). The financial position at the year revealed by the Balance Sheet on page 12 shows net current assets or working capital of £78,815 (2022 – £62,604).

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Principal funding sources

PBC aims to develop a diverse funding base for its activities. PBC continues to attract funding for its various projects from a wide range of other sources – other charities, private companies (such as law firms) and the charity's own income generating activities (having regard to HMRC and Charity Commission guidance relating to "Charities and Trading").

Investment powers and policy

The trustees have considered the most appropriate policy for investing surplus funds and have found that, at this stage, bank deposit accounts provide the appropriate combination of security, accessibility and income growth.

Reserves policy

As at 31st August 2023 accounts showed reserves of £78,815 (2022 - £62,604), of which £30,233 (2022 - £12,595) was restricted. The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £48,582 (2022 - £50,009).

The trustees seek to ensure that the level of reserves are appropriate for the charity, balancing the need to keep funds aside to mitigate risk against the need to ensure that funds can spent in furtherance of the charity's aims.

Having regard to the particular circumstances of any ongoing effects of the Covid-19 pandemic and the cost-of-living crisis, Pro Bono Community's trustees recognised that charities face a variety of risks and that it is important that there are sufficient free reserves to tide an organisation over in difficult financial circumstances or, in the worst case, to allow an organisation to wind up in an orderly manner, meeting its obligations to staff and service users

The principal risk to Pro Bono Community is an unexpected shortfall in either sales or grant income and the trustees have agreed to keep a certain level of financial reserves to ensure that main operations can continue for a period in the event of severe financial difficulties.

The main concerns of the board are to ensure:

- That staff can continue working, primarily to secure new sales or grant funding; and
- That any service for which income has already been received can be properly fulfilled.

The trustees met regularly during 2022-23 to monitor the ongoing impact of the pandemic and cost-of-living crises on the charity's finances and agreed to maintain a level of unrestricted reserves which would keep the charity running for at least six months and up to a year.

The approach to reserves is under regular review by the trustees - the trustees have regard to the Charity Commission's guidance "How to set a reserves policy for your charity".

Plans for future periods

PBC's principal strategic objective is to address the urgent and growing need for increased access to high-quality pro bono advice from well-trained and highly-motivated volunteers at Law Centres and other advice agencies. This mission is even more urgent in the light of the coronavirus pandemic and the subsequent economic effects of the energy and cost-of-living crises, causing people who have never needed advice before to seek assistance with problems related to employment, housing, welfare benefits, debt and other areas of social welfare law.

The charity is also focused on ensuring the charity remains active, effective and resilient in the face of the challenges presented by the pandemic and cost-of-living crisis. In that context, our aim is to grow the outputs of the charity by building on our income-generating activities and seeking new sources of grant funding.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Additionally, the range of objectives during 2023-24 and beyond include, but are not limited to, the following:

- Build on the success of the previous five-year student volunteer training and placement project funded by City Bridge Trust and deliver the target outputs over the first year of a new five-year programme funded by the Trust;
- Consolidate the relationships with universities such as City University, LSE and SOAS and encourage others, particularly from outside London, to adopt similar models which are independently-funded and integrate PBC's training into mainstream legal education;
- Continue to expand PBC's activities outside London, particularly using the opportunity presented by the growth of remote working to link advice agencies in the regions with students based in London and elsewhere;
- Undertake grant projects which build on PBC's experience and expertise, particularly ones including dedicated resource for volunteer supervision and addressing the needs of people in poverty or need;
- Continue to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified.

Structure, governance and management

Governing document

The organisation is a charitable incorporated organisation (CIO) registered as a charity with the Charity Commission on 2 August 2013 (Charity no. 1153220). The charity is established under a written constitution that specifies the objects and powers of the charity and is also governed under this constitution.

Recruitment and appointment of Trustees

New trustees of PBC are appointed by the board of trustees in accordance with clause 9 of PBC's constitution.

PBC recruits and appoints trustees in accordance with the following process:

- The trustees publish an advertisement with a Role Description;
- Interested persons are invited to contact the existing trustees, upon which they are provided with an Application Form, Declaration of Eligibility Forms and the details of current trustees – completion of eligibility forms, including the Charity Commission's trustee declaration, is a requirement pre-appointment of any proposed trustee;
- Applicants are shortlisted and invited for interview, in accordance with internal selection criteria;
- Following a successful interview, the proposed candidate is presented to the board of trustees for approval and formal appointment;
- Successful candidates are notified and formally appointed by the board of trustees.

Trustee induction and training

The trustees maintain a good working knowledge of charity governance and best practice through reading of charity press articles and guidance produced by the Charity Commission and other Government and voluntary organisation advisory websites.

New trustees are given copies of previous minutes as appropriate and have an induction conversation with the Chair. PBC reviews information provided to new trustees to ensure that they have a good understanding of the organisation. PBC also gives new trustees access to a shared drive including operational information relevant to the organisation (e.g., policies and procedures).

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Organisational Structure

The board of trustees takes strategic and major financial decisions. The trustees of PBC have delegated day-to-day management of PBC to executive director Bill Skirrow who, in turn, supervises the work of the operations manager and/or training and volunteer coordinator as well as any external suppliers and freelance assistance such as trainers and consultants. In May 2022, PBC had appointed a full-time operations manager with responsibility for the operational activities of the charity. This employee left the charity in March 2023 and a decision was taken to leave this role unfilled for the time being but recruit a full-time training & volunteer coordinator instead. The executive director works with the trustees to deliver the objectives set out in PBC's business plan and in the terms and conditions of its grants. The executive director and operations manager supervise and manage the charity's relationships with partner organisations including law firms, course providers, law centres, advice agencies, suppliers and other third sector organisations.

Risk Management

The trustees have considered the major risks to which PBC is exposed and have reviewed those risks and established systems and procedures to manage them.

PBC's trustees consider that the principal risk to PBC is an unexpected shortfall in either sales or grant income. The charity mitigates this risk in the following ways:

- PBC's income is derived from both sales and grant income, enabling the charity to spread the risk from a shortfall in one income stream or the other.
- PBC has a very lean infrastructure and outsources the majority of its service provision to third parties who are not themselves paid until the relevant income has been received by PBC.
- PBC maintains a level of reserves which would permit it to continue operations for a period of time if such a shortfall were experienced.

The trustees also consider ensuring that funds are properly managed and accounted for is a major risk and the measures put in place to manage this risk include the Board of Trustees receiving regular financial reports from the Executive Director who takes routine day-to-day financial decisions. The Chair, Vice-Chair, Treasurer, Executive Director and other trustees as may be approved by the board from time to time have access to the charity's bank account and monitor payments in and out of the account on a regular basis. No payments of more than £500 may be made without the authorisation of two of the designated account operators. The charity's payroll is handled by accountancy firm Ramon Lee.

Related parties

PBC is one of several organisations that worked from the National Pro Bono Centre in Chancery Lane until June 2020. These organisations all operate within the field of pro bono legal assistance but there is no constitutional relationship between PBC and any other organisation. PBC has established informal relationships with organisations in the sector including The London Legal Support Trust, Advice Services Alliance, Advocate, Advice UK, Law Centres Network and LawWorks. PBC has developed a relationship with a number of universities to embed the charity's training and placement scheme in either their undergraduate and postgraduate degree courses or extra-curricular activities.

PRO BONO COMMUNITY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Statement of Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

The Trustees' report was approved by the Board of Trustees and signed on its behalf:

DocuSigned by:

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Livia Velicu
(Chair - appointed in April 2023)

25 June 2024

PRO BONO COMMUNITY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PRO BONO COMMUNITY

I report to the trustees on my examination of the financial statements of Pro Bono Community (the charity) for the year ended 31 August 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

DocuSigned by:



BFA6442682BF4CE...

David Terry FCA

Ramon Lee Ltd
Chartered Accountants
93 Tabernacle Street
London
EC2A 4BA

Dated: 25 June 2024

PRO BONO COMMUNITY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Income from:					
Charitable activities	3	57,250	118,007	175,257	152,153
Investments	4	399	-	399	30
Total income		<u>57,649</u>	<u>118,007</u>	<u>175,656</u>	<u>152,183</u>
Expenditure on:					
Raising funds	5	16,405	-	16,405	23,082
Charitable activities	6	45,595	97,445	143,040	131,562
Total expenditure		<u>62,000</u>	<u>97,445</u>	<u>159,445</u>	<u>154,644</u>
Net (outgoing)/incoming resources before transfers		(4,351)	20,562	16,211	(2,461)
Gross transfers between funds		2,924	(2,924)	-	-
Net (expenditure)/income for the year/ Net movement in funds		<u>(1,427)</u>	<u>17,638</u>	<u>16,211</u>	<u>(2,461)</u>
Fund balances at 1 September 2022		50,009	12,595	62,604	65,065
Fund balances at 31 August 2023		<u><u>48,582</u></u>	<u><u>30,233</u></u>	<u><u>78,815</u></u>	<u><u>62,604</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 13 to 21 form part of these financial statements.

PRO BONO COMMUNITY

BALANCE SHEET


AS AT 31 AUGUST 2023

	Notes	2023 £	£	2022 £	£
Current assets					
Debtors	11	1,749		1,578	
Cash at bank and in hand		85,990		73,026	
		<u>87,739</u>		<u>74,604</u>	
Creditors: amounts falling due within one year					
	12	(8,924)		(12,000)	
Net current assets			<u>78,815</u>		<u>62,604</u>
Income funds					
Restricted funds	13		30,233		12,595
Unrestricted funds			48,582		50,009
			<u>78,815</u>		<u>62,604</u>

The financial statements were approved by the Trustees on 25 June 2024 and were signed behalf by:

DocuSigned by:

 D0FBC6E43C29459...
Livia Velicu
 (Chair - appointed in April 2023)

DocuSigned by:

 B80D51807A75421...
Omar Qadir
 Treasurer

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The Charity's Accounts shows Net surplus of £16,211 (2022 – Net deficit £2,461) for the year and free reserves of £48,582 (2022 - £50,009). The trustees are of the view that these results have secured the immediate future of the Charity for the next 12 months and on this basis the Charity is a going concern.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All income is included in the statement of financial activities when the Charity is legally entitled to it, receipt is probable and the amount can be measured with sufficient reliability.

Grant income

Grants are credited to the statement of financial activities when the Charity is entitled to the funds. Income is only deferred where there are time constraints imposed by the donor or if the funding is performance related.

Where entitlement to grants receivable is dependent upon fulfilment of conditions within the charity's control, the income is recognised when there is sufficient evidence that conditions will be met.

Grants supporting the core activities of the Charity and with no specific restrictions placed upon their use are included within donations and legacies. Grants that have specific restrictions placed upon their use are included within income from charitable activities.

Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Depreciation on the related fixed assets is charged against the restricted fund.

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

Donations and legacies

Donations are recognised in the period in which they are received. Legacy income is recognised when the charity's entitlement is judged to be probable and where the amount can be reliably measured.

Contract income

Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit 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.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Allocation of support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance cost, finance, and office costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 6.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1.8 Taxation

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies (Continued)

1.9 Creditors and Provisions

Creditors and Provisions are recognised when the charity has a legal or constructive present obligation as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

1.10 Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution is provided in the trustees' report.

1.11 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.12 Donated goods and services

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the item is probable and that economic benefit can be measured reliably.

Donated professional services and facilities are included in income at the estimated value of the gift to the charity when received, based on the amount that the charity would have been prepared to pay for these services or facilities had it been required to purchase them, with a corresponding entry in the appropriate expenditure heading for the same amount. Donated fixed assets are similarly taken to income at the value to the charity with the other entry being capitalised in fixed assets.

1.13 Pension

The Charity operates a defined contribution pension scheme on behalf of its employees. Contributions are charged to the Statement of Financial Activities in the period in which they are payable. The assets of the scheme are held separately from those of the charity in an independently administered fund.

1.14 Cash flow statement

The charitable incorporated organisation qualifies as a small charity and advantage has been taken of the exemption provided by SORP (FRS 102) as amended by Bulletin 2, not to prepare a cash flow statement.

2 Critical accounting estimates and judgements

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

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

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

3 Charitable activities

	Legal advice training £	Total 2023 £	Total 2022 £
National Lottery Community Fund	63,985	63,985	63,985
Therium Access Limited	-	-	36,418
Fees for Volunteer Training & Programmes	57,250	57,250	51,750
City Bridge Trust	9,022	9,022	-
Trust for London Grant	45,000	45,000	-
	<u>175,257</u>	<u>175,257</u>	<u>152,153</u>
Analysis by fund			
Unrestricted funds	57,250	57,250	51,750
Restricted funds	118,007	118,007	100,403
	<u>175,257</u>	<u>175,257</u>	<u>152,153</u>
For the year ended 31 August 2022			
Unrestricted funds	51,750		51,750
Restricted funds	100,403		100,403
	<u>152,153</u>		<u>152,153</u>

4 Investments

	Unrestricted funds £	Total 2023 £	Total 2022 £
Interest Income	399	399	30
	<u>399</u>	<u>399</u>	<u>30</u>
For the year ended 31 August 2022	<u>30</u>		<u>30</u>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

5 Raising funds

	Unrestricted funds £	Total 2023 £	Total 2022 £
Staff costs	9,995	9,995	17,085
Share of Support costs (See note 9)	5,236	5,236	4,683
Share of Governance costs (See note 9)	1,174	1,174	1,314
	<u>16,405</u>	<u>16,405</u>	<u>23,082</u>
For the year ended 31 August 2022			
Fundraising and publicity	23,082		23,082
	<u>23,082</u>		<u>23,082</u>

6 Charitable activities

	Legal advice training £	Total 2023 £	Total 2022 £
Staff costs	50,337	50,337	42,501
Other direct costs	48,538	48,538	35,734
	<u>98,875</u>	<u>98,875</u>	<u>78,235</u>
Grant to Institution (see note 7)	32,770	32,770	30,541
Share of support costs (see note 8)	9,308	9,308	17,793
Share of governance costs (see note 8)	2,087	2,087	4,993
	<u>143,040</u>	<u>143,040</u>	<u>131,562</u>
Analysis by fund			
Unrestricted funds	45,595	45,595	43,754
Restricted funds	97,445	97,445	87,808
	<u>143,040</u>	<u>143,040</u>	<u>131,562</u>
For the year ended 31 August 2022			
Unrestricted funds	43,754		43,754
Restricted funds	87,808		87,808
	<u>131,562</u>		<u>131,562</u>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

7 Grants to Institution

	Total 2023 £	Total 2022 £
Citizens Advice Haringey	32,770	30,541
	<u>32,770</u>	<u>30,541</u>

8 Support costs

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between charity's key activity undertaken (see note 5) in the year. All the general support and governance costs have been apportioned to the various charitable activities on the basis of staff time allocated to each activity.

	Support costs £	Governance costs £	Total 2023 £	Total 2022 £
Staff costs	9,995	-	9,995	17,085
Communication and IT costs	2,354	-	2,354	2,909
Insurance	886	-	886	715
Staff recruitment expense	499	-	499	1,404
Miscellaneous expenses	810	-	810	363
Legal and professional fees	-	1,031	1,031	4,543
Independent examination fees	-	2,230	2,230	1,764
	<u>14,544</u>	<u>3,261</u>	<u>17,805</u>	<u>28,783</u>
Analysed between				
Fundraising	5,236	1,174	6,410	5,997
Charitable activities	9,308	2,087	11,395	22,786
	<u>14,544</u>	<u>3,261</u>	<u>17,805</u>	<u>28,783</u>

9 Net movement in funds

	2023 £	2022 £
Independent Examination Fees	2,230	1,764
	<u>2,230</u>	<u>1,764</u>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

10 Employees

The average monthly number of employees during the year was:

	2023	2022
	Number	Number
Direct charitable work	1.00	1.00
Raising funds	0.25	0.25
Office and administration	0.25	0.25
	<hr/>	<hr/>
Total	1.50	1.50
	<hr/> <hr/>	<hr/> <hr/>

	2023	2022
	£	£
Wages and salaries	62,457	70,710
Social security costs	5,083	2,585
Pension costs	2,788	3,376
	<hr/>	<hr/>
	70,327	76,671
	<hr/> <hr/>	<hr/> <hr/>

There were no employees whose annual remuneration was more than £60,000.

11 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Other debtors	596	596
Prepayments	1,153	982
	<hr/>	<hr/>
	1,749	1,578
	<hr/> <hr/>	<hr/> <hr/>

12 Creditors: amounts falling due within one year

	2023	2022
	£	£
Taxation and social security	869	1,536
Pension	189	483
Accruals	7,866	9,981
	<hr/>	<hr/>
	8,924	12,000
	<hr/> <hr/>	<hr/> <hr/>

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Balance at 31 August 2023
	Incoming resources	Resources expended	Balance at 1 September 2022	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£	£	£
National Lottery Community Fund	63,985	(54,314)	9,671	63,985	(56,412)	-	17,244
Therium Access Limited	36,418	(33,494)	2,924	-	-	(2,924)	-
City Bridge Trust	-	-	-	9,022	(8,746)	-	276
TFL Grant	-	-	-	45,000	(32,287)	-	12,713
	<u>100,403</u>	<u>(87,808)</u>	<u>12,595</u>	<u>118,007</u>	<u>(97,445)</u>	<u>(2,924)</u>	<u>30,233</u>

City Bridge Trust: Grant towards a part-time salary, training costs and overheads to train law students to volunteer in community advice agencies.

National Lottery Community Fund: Grant for funding a project run in collaboration with Citizens Advice Haringey delivering housing law and other advice to people in Haringey

Trust for London Grant - towards the cost of developing and running a remote clinic providing free specialist social security legal advice to clients requiring casework and representation for appeals to the First Tier and Upper Tribunal.

PRO BONO COMMUNITY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

14 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2023 £	Unrestricted funds £	Restricted funds £	Total 2022 £
Fund balances at 31 August 2023 are represented by:						
Current assets/(liabilities)	48,582	30,233	78,815	50,009	12,595	62,604
	<u>48,582</u>	<u>30,233</u>	<u>78,815</u>	<u>50,009</u>	<u>12,595</u>	<u>62,604</u>

15 Pension Costs

The pension cost charge represents contributions payable by the charity to the fund and amounted to £2,788 (2022 - £3,376). Contributions totaling £189 at the year end and are included in creditors.

16 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

PRO BONO COMMUNITY

England & Wales - Charity number 1153220

Accounts

PRO BONO COMMUNITY
(A Charitable Incorporated Organisation)
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2022



Charity No: 1153220
Company No: CE000028

PRO BONO COMMUNITY

TRUSTEES' REPORT AND ACCOUNTS

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PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2022

The trustees present their annual report and financial statements of the charity for the year ended 31st August 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 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.

OBJECTIVES AND ACTIVITIES

Purposes of the charity

As set out in its constitution, Pro Bono Community's vision is to improve access to justice through legal education and to act in the public benefit. Pro Bono Community's objects are:

The objects of the CIO are for the public benefit:

- (a) The advancement of legal education and the study of law;
- (b) The prevention and relief of poverty, hardship and distress through the promotion of effective legal education and training in the areas of law most likely to affect those in poverty or need and to the benefit of those in poverty or need and the provision of free legal advice and assistance to people who are unable to afford to pay for such advice; and
- (c) The promotion of the sound administration and development of the law.

Aims and Objectives

Pro Bono Community ('PBC') is a registered charity which provides specialist training to equip lawyers, trainees and law students with the skills and expertise to become effective volunteers, before placing them in advice agencies and clinics. By training volunteers and providing them with volunteering placements, we aim to increase the amount – and improve the quality – of free legal advice, in the areas of law most affecting those in need.

We have developed rigorous, specialised training courses, which are delivered by experts in the relevant field. These courses, some of which are integrated into university undergraduate and postgraduate degree programmes, aim to improve the quality of education in the advice sector in general.

We also arrange placements for the volunteers in advice agencies, and seek to help those organisations overcome the constraints on their capacity to use more volunteers effectively. Attendees of PBC's training gain valuable skills and experience in areas of the law they are unlikely to have come across either in law school or practice. We hope that our training will serve to embed the pro bono culture in the hearts and minds of young lawyers and that many of them will go on to become champions for volunteering and pro bono work in their future careers. We are increasingly making use of technology in innovative ways to achieve our aims as well as looking at ways in which the charity can become more directly involved in the delivery of advice.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2022

The charity's key goals over the past year were to:

- Build on the success of the City Bridge Trust project by finding a new sponsor for our core student volunteer training and placement scheme;
- Consolidate the relationships with City University, LSE and others by encouraging more universities to adopt similar models which are independently-funded and integrate PBC's training into mainstream legal education;
- Seek to expand PBC's activities outside London, particularly using the opportunity presented by the growth of remote working to link advice agencies in the regions with students based in London and elsewhere;
- Develop grant applications for projects which build on PBC's experience and expertise, particularly ones including dedicated resource for volunteer supervision and addressing the needs of people whose lives have been adversely affected by Covid-19 and its consequences;
- Build the capacity to deliver free legal advice independently through PBC's own digital advice clinic; and
- Continue to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified.

Main Activities

Overview: PBC's eighth full year of operations continued to be affected by the impact of the Covid-19 pandemic on both wider society and the charity itself. During the course of the year, this was further exacerbated by the energy and cost-of-living crises which placed increased demand on the advice sector. PBC had already moved all its activities online in 2020 and, in the year to August 31st 2022, most of our training continued to be delivered online and the majority of volunteering placements we arranged were remote.

Under these circumstances, the trustees are pleased that the charity trained and placed the second highest number of volunteers in a single financial year since we were established whilst also delivering good outcomes through an innovative digital advice project run in partnership with Citizens Advice. Furthermore, the charity obtained a grant and undertook the preliminary work for a project due to start in late 2022 in which for the first time the charity would be delivering advice directly through its own advice clinic. In the year from September 2021, PBC trained cohorts of students from law firm Freshfields Bruckhaus Deringer and universities including City University, LSE, University College London, the University of Law, Goldsmiths, King's College London, BPP, University of West England, University of Hertfordshire and Royal Holloway. The income derived from sales to law firms and universities was supplemented by grant income from Therium Access and the National Lottery Community Fund.

Training: PBC has developed modular training courses in a variety of areas of social welfare law. The charity continued to refine its training by tailoring it to the particular needs of clients and advice agencies and offering flexibility in terms of content, format, duration, schedule and venue. The training comprises a general introduction to legal advice and the practical skills involved in volunteering before going on to focus on specialist legal advice topics including welfare benefits, housing and employment law. In 2020, the charity had put considerable effort into making its existing training content suitable for digital learning and this investment continued to pay off in 2021-22 with most of our training being delivered online.

Volunteers: 246 people attended PBC training programmes during the year. The majority of these volunteers went on to undertake volunteering placements at Law Centres and advice agencies and play their part in addressing the need for free legal help, a demand which was exacerbated by the pandemic, particularly in certain areas of social welfare law. In all cases, PBC facilitated these volunteering placements through the network of Law Centres and advice agencies with which it has developed relationships. Although many advice agencies had developed systems to support remote volunteering placements by this time, there continued to be delays in inducting volunteers and getting them to the stage where they were able to be productive. These delays contributed to lower levels of volunteer engagement with some volunteers dropping out before completing their placements. PBC managed this by training more volunteers per programme where it was practical to do so and working with advice agencies and volunteers to monitor attendance and engagement in order to try to anticipate potential problems. Despite these

PRO BONO COMMUNITY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST AUGUST 2022

challenges, as in the previous year, PBC maximised outputs by continuing to manage and monitor the 2021-22 cohort of volunteers in the autumn of 2022 whilst also making arrangements for the next cohort.

Grant Projects: Therium Access awarded PBC a grant of £36,400 to train several cohorts of student volunteers and coordinate volunteering placements for them at advice agencies. This grant enabled PBC to continue a project that City Bridge Trust had supported for five years from June 2016. In the course of this project, we trained 136 students from universities including University of Law, BPP, King's College London, Royal Holloway, University of Hertfordshire and University of the West of England and placed volunteers from this programme at 22 advice agencies across the country. PBC also received a grant of £39,000 from the National Lottery Community Fund for a two-year digital advice project called "Advice Connect" which was run in partnership with Citizens Advice Haringey and commenced in October 2021.

Accreditation: PBC was re-commissioned for the fifth consecutive year by City University to deliver two credit-bearing Pro Bono Training modules as options within the University's undergraduate and postgraduate law degree programmes. The LLB module focused on legal advice and welfare benefits law whilst the LLM option featured housing and employment law as its specialist content. PBC delivered several other volunteer training and placement programmes which were independently-funded by LSE, UCL, University of Law and Goldsmiths. These were not credit-bearing but we hope these and other universities may look at integrating the modules into their degree courses in the future.

Clinic Projects: PBC is committed to finding ways to mitigate the constraints on the use of volunteers by advice agencies as a result of limited resources for supervision. In the summer of 2021 we successfully applied for a grant from the National Lottery Community Fund to set up and run a supervised digital advice clinic catering for issues exacerbated by the impact of Covid-19 in partnership with Citizens Advice Haringey. This project commenced in autumn 2021. We were also successful in gaining a grant from Trust for London to set up and run our own digital advice clinic specialising in welfare benefits appeals. We did some preliminary work for this project in the summer of 2022 but it was not due to commence until autumn 2022.

Achievements and Performance

Overview

During the year 246 students attended PBC training programmes across 14 cohorts which is 13% more than were trained the previous year. The trustees believe that this further demonstrates the extent to which the charity has been able to mitigate the impact of the pandemic and demonstrate high levels of resilience. Our online volunteering portal shows that, of the volunteers we trained, 158 completed placements of at least six months. PBC volunteers undertook 2,227 volunteering sessions and assisted 5,884 people in need of legal help. Below, we provide more details of a project which accounts for approximately one-third of the students we train and place.

Student Volunteer Training and Placement Project

In October 2021, PBC obtained a grant from Therium Access to commence a one-year project which was effectively an extension of a scheme previously supported by City Bridge Trust to train law students in legal advice and social welfare law and then arrange and manage placements for them to work as volunteers at advice agencies. In order to mitigate higher levels of volunteer disengagement as a result of delays at advice agencies in inducting and engaging with volunteers working remotely, PBC trained substantially more volunteers than originally anticipated and extended the project by several months. By the end of December 2022, the project had achieved the following headline outputs:

Target law students trained: 80
Actual law students trained: 136

Target volunteer days/sessions undertaken: 1,040
Actual volunteer days/sessions undertaken: 989

Target client interactions: 3,000
Actual client interactions: 3,655

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2022

Target cost per person assisted: £12

Actual cost per person assisted: £10

During the course of the project, volunteers were placed at the following Law Centres and advice agencies: Age UK Islington, Age UK Lambeth, Money A & E, Citizens Advice Haringey, Sufra NW London, Citizens Advice Guildford, Kingston Advocacy Group, South West London Law Centres, Disability Law Service, Southwark Pensioners, Citizens Advice Harrow, Citizens Advice Richmond, Richmond AID, Advance Charity, Citizens Advice Wandsworth, Arachne, Account 3, Citizens Advice Waltham Forest, Island Advice Centre and Citizens Advice West Sussex.

The volunteers undertook a wide range of tasks depending on their skills, confidence, experience and the needs of the Law Centre or advice agency at which they were volunteering. The typical activities of volunteers involved triaging and exploring issues with clients, discussing the cases with supervisors, drafting advice and then delivering that advice to client. During the year, volunteers were heavily involved in assisting clients with financial problems arising from the impact of the pandemic. Tasks undertaken by volunteers in this respect included: assisting clients to complete benefits and other application forms such as Universal Credit applications, ESA50 forms and PIP applications; appealing PIP decisions, undertaking research and drafting appeal documents; attending appeals with clients; assisting clients to maximise income; interviewing and assisting clients remotely using video conferencing platforms, telephone and email – with many volunteers working on advice lines focusing on employment queries, benefits, and other debt-related queries.

Feedback from advice agencies included the following:

"In her time with us Emily Yang has achieved successful outcomes for clients, including a successful application for Attendance Allowance for a vulnerable client at risk of poverty. Emily's diligent and meticulous work included understanding and interpreting the criteria, completing a lengthy application booklet, making astute observations and undertaking detailed discussions with the client. Emily's work resulted in securing additional regular income for the client, helping to protect her from isolation and poverty."

Arachne Greek Cypriot Women's Group

"Myo Zaw helped gather and present the evidence that showed the client's landlord had broken the law. They subsequently drafted a Rent Repayment Order Application for a client which led to a positive outcome for the client and they were able to recover the majority of many thousands of pounds of rent." Justice For Tenants

"Whilst Bridgit has been with me she has been dealing with my most difficult and vulnerable clients. She moves them through their tasks efficiently with support and patience. Without Bridgit supporting my clients they would not have got initial legal advice and most likely have dropped out of contact with the service."

South West London Law Centres

"Barnaby was an excellent volunteer, engaged well and showed fantastic dedication. He no longer volunteers with us because we offered him a job!"

Citizens Advice Kensington & Chelsea

University Accreditation

One of PBC's strategic objectives is to integrate our training into mainstream legal education, thus increasing the level of support advice agencies receive from well-trained and highly-motivated student volunteers, whilst also developing a positive attitude towards pro bono work in young lawyers and making social welfare law part of the curriculum.

The charity took an important step towards achieving this objective when it formed a partnership with City University whereby PBC delivered a credit-bearing, pro bono training module to City University's undergraduate law students from October 2017. In 2018-19, the university commissioned a second credit-bearing module for postgraduate students doing the LLM/BPTC. Both these modules were re-commissioned in 2019-20, 2020-21 and 2021-22. PBC also delivered training and placement programmes for LSE, UCL, University of Law and Goldsmiths. These were not credit-bearing but we hope these and other universities may look at integrating the modules into their degree courses in the future.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2022

Expand PBC's Activities to New Regions

In previous years, PBC has struggled to develop sustainable relationships with advice agencies outside London because these were dependent on participating universities and law firms being located sufficiently nearby for volunteers to travel to the workplace. Following the pandemic and the widespread introduction of remote working, PBC was able to place volunteers at advice agencies including Citizens Advice Doncaster, Citizens Advice Waverley, Citizens Advice Guildford, Citizens Advice Peterborough, Citizens Advice West Sussex and Citizens Advice Waltham Forest. As a result, 13% of clients receiving assistance from PBC volunteers lived outside London.

Developing Legal Advice Projects

PBC is committed to finding ways to mitigate the constraints on the use of volunteers by advice agencies as a result of limited resources for supervision. Furthermore, the charity has sought to develop grant applications for projects which address the needs of people whose lives have been adversely affected by Covid-19 and its consequences.

In the summer of 2021 we successfully applied for grants to undertake digital advice projects from the National Lottery Community Fund (NLCF) and Trust for London (TfL). Both grant applications were successful and designed to provide end-to-end digital advice in which all participants – trainers, supervisors, administrators, volunteers and clients – are located remotely.

The NLCF "Advice Connect" project is run in partnership with Citizens Advice Haringey and commenced in October 2021 for two years. It is targeted at people living in the private rented sector in Haringey experiencing difficulties with housing, employment and debt, a group that has been disproportionately affected by the pandemic and its economic impact. The project suffered some early setbacks, mainly relating to staff turnover at Citizens Advice Haringey which impacted on volunteer retention and engagement. Nevertheless, by the end of the year, Advice Connect delivered advice to 217 clients presenting to the clinic with 466 issues. The majority of the issues dealt with by the clinic have been housing matters including: homelessness (threatened and actual), harassment, rent adjustments, rent arrears, repairs & maintenance, tenancy deposit protection, fitness for human habitation, tenancy agreements, security of tenure, suitability of accommodation, possession actions, illegal evictions, discrimination and anti-social behaviour. Other issues include welfare benefits matters such as problems with Housing Benefit, Jobseeker's Allowance, Employment & Support Allowance, Personal Independence Payment and Universal Credit as well as matters relating to debt including Council Tax arrears, debt assessments and debt repayments. 30% of the clinic's clients are disabled or suffer from long-term health conditions. 68% of clients are under 40 years of age and 43% are of Black, Asian or minority ethnic heritage.

The Trust for London grant which provided funding towards a digital advice clinic run by Pro Bono Community itself and specialising in welfare benefits appeals was approved in 2021 but was not scheduled to commence until autumn 2022.

Training Programmes

All PBC's training prior to March 2020 had been delivered face-to-face so the charity's decision to move all its training online for the foreseeable future represented a major challenge. We trialled various tools and settled on Zoom as the most effective and reliable platform for digital training and adapted training materials to make them more suitable for online delivery. The majority of the training we provided in the year from September 2021 was live and remote. Although it is difficult to replicate the intimacy of classroom teaching, we are confident that our online training remains interactive and engaging - feedback from attendees has continued to be overwhelmingly positive and comparable with that received in previous years for classroom teaching.

Our volunteers

Although we train and place volunteers in other organisations, this year the charity did not itself use volunteers.

Public benefit statement

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

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2022

FINANCIAL REVIEW

The financial results for the year are set out in the Statements of Financial Activities on page 13. The charity recorded an overall net deficit of £2,461 (2021 – net deficit of £27,341). The financial position at the year revealed by the Balance Sheet on page 14 shows net current assets or working capital of £62,604 (2021 – £65,065).

Principal funding sources

The charity aims to develop a diverse funding base for its activities. Pro Bono Community continues to attract funding for its various projects from a wide range of other sources – charitable trusts, private companies, individual donations and the charity's own income generating activities (having regard to HMRC and Charity Commission guidance relating to "Charities and Trading").

Investment powers and policy

The trustees have considered the most appropriate policy for investing surplus funds and have found that, at this stage, bank deposit accounts provide the appropriate combination of security, accessibility and income growth.

Reserves policy

As at 31st August 2022 accounts showed reserves of £62,604 (2021 - £65,065), of which £12,595 (2021 - £Nil) was restricted. The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £50,009 (2021 - £65,065).

The trustees seek to ensure that the level of reserves are appropriate for the charity, balancing the need to keep funds aside to mitigate risk against the need to ensure that funds can spent in furtherance of the charity's aims.

Having regard to the particular circumstances of any ongoing effects of the Covid-19 pandemic, Pro Bono Community's trustees recognised that charities face a variety of risks and that it is important that there are sufficient free reserves to tide an organisation over in difficult financial circumstances or, in the worst case, to allow an organisation to wind up at the same time as meeting its obligations to staff and service users.

The principal risk to Pro Bono Community is an unexpected shortfall in either sales or grant income and the trustees have agreed to keep a certain level of financial reserves to ensure that main operations can continue for a period in the event of severe financial difficulties.

The main concerns of the board are to ensure:

- That staff can continue working, primarily to secure new sales or grant funding; and
- That any service for which income has already been received can be properly fulfilled.

The trustees met regularly during 2021-22 to monitor the ongoing impact of the pandemic on the charity's finances and agreed to maintain a level of unrestricted reserves which would keep the charity running for at least six months and up to a year until more was understood about any continuing impact of the crisis on the charity's income streams.

The approach to reserves is under regular review by the trustees –the trustees have regard to the Charity Commission's guidance "How to set a reserves policy for your charity".

FUTURE ACTIVITIES

PBC's principal strategic objective is to address the urgent and growing need for increased access to high-quality pro bono advice from well-trained and highly-motivated volunteers at Law Centres and other advice agencies. This mission is even more urgent in the light of the coronavirus pandemic and the subsequent economic effects of the energy and cost-of-living crises, causing people who have never needed advice before to seek assistance with problems related to employment, housing, welfare benefits, debt and other areas of social welfare law.

The charity is also focused on ensuring the charity remains active, effective and resilient in the face of the challenges

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2022

presented by the pandemic. In that context, our aim is to grow the outputs of the charity by building on our income-generating activities and seeking new sources of grant funding.

Additionally, the range of objectives during 2022-23 and beyond include, but are not limited to, the following:

- Build on the success of the City Bridge Trust and Therium Access projects by finding a new sponsor for our core student volunteer training and placement scheme;
- Consolidate the relationships with City University, LSE, UCL, Goldsmiths and others by encouraging more universities to adopt similar models which are independently-funded and integrate PBC's training into mainstream legal education;
- Continue to expand PBC's activities outside London, particularly using the opportunity presented by the growth of remote working to link advice agencies in the regions with students based in London and elsewhere;
- Undertake grant projects which build on PBC's experience and expertise, particularly ones including dedicated resource for volunteer supervision and addressing the needs of people whose lives have been adversely affected by Covid-19 and subsequent energy and cost-of-living crises;
- Build the capacity to deliver free legal advice independently through PBC's own digital advice clinic; and
- Continue to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable incorporated organisation (CIO) registered as a charity with the Charity Commission on 2 August 2013 (Charity no. 1153220). The charity is established under a written constitution that specifies the objects and powers of the charity and is also governed under this constitution.

Recruitment and appointment of Trustees

New trustees of PBC are appointed by the board of trustees in accordance with clause 9 of PBC's constitution.

PBC recruits and appoints trustees in accordance with the following process:

- The trustees publish an advertisement with a Role Description;
- Interested persons are invited to contact the existing trustees, upon which they are provided with an Application Form, Declaration of Eligibility Forms and the details of current trustees – completion of eligibility forms, including the Charity Commission's trustee declaration, is a requirement pre-appointment of any proposed trustee;
- Applicants are shortlisted and invited for interview, in accordance with internal selection criteria;
- Following a successful interview, the proposed candidate is presented to the board of trustees for approval and formal appointment;
- Successful candidates are notified and formally appointed by the board of trustees.

Trustee induction and training

The trustees maintain a good working knowledge of charity governance and best practice through reading of charity press articles and guidance produced by the Charity Commission and other Government and voluntary organisation advisory websites. New trustees are given copies of previous minutes as appropriate and attend an induction session given by an experienced trustee.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2022

Organisational Structure

The board of trustees takes strategic and major financial decisions. The trustees of PBC have delegated day-to-day management of PBC to executive director Bill Skirrow who, in turn, supervises the work of the operations manager and/or part-time training and volunteer coordinator as well as any external suppliers and freelance assistance such as trainers and consultants. In May 2022, PBC appointed a full-time operations manager with responsibility for the operational activities of the charity. The executive director works with the trustees to deliver the objectives set out in PBC's business plan and in the terms and conditions of its grants. The executive director and operations manager supervise and manage the charity's relationships with partner organisations including law firms, course providers, law centres, advice agencies, suppliers and other third sector organisations.

Risk Management

The trustees have considered the major risks to which PBC is exposed and have reviewed those risks and established systems and procedures to manage them.

PBC's trustees consider that the principal risk to PBC is an unexpected shortfall in either sales or grant income. The charity mitigates this risk in the following ways:

- PBC's income is derived from both sales and grant income, enabling the charity to spread the risk from a shortfall in one income stream or the other.
- PBC has a very lean infrastructure and outsources the majority of its service provision to third parties who are not themselves paid until the relevant income has been received by PBC.
- PBC maintains a level of reserves which would permit it to continue operations for a period of time if such a shortfall were experienced.

The trustees also consider ensuring that funds are properly managed and accounted for is a major risk and the measures put in place to manage this risk include the Board of Trustees receiving regular financial reports from the Executive Director who takes routine day-to-day financial decisions. The Chairman, Secretary, Treasurer, Executive Director and selected trustees have access to the charity's bank account and monitor payments in and out of the account on a regular basis. No payments of more than £500 may be made without the authorisation of two of the designated account operators. The charity's payroll is handled by accountancy firm Ramon Lee.

Related parties

PBC is one of several organisations that worked from the National Pro Bono Centre in Chancery Lane until June 2020. These organisations all operate within the field of pro bono legal assistance but there is no constitutional relationship between PBC and any other organisation. PBC has established informal relationships with organisations in the sector including The London Legal Support Trust, Advice Services Alliance, Advocate, Advice UK, Law Centres Network and LawWorks. PBC has developed a relationship with a number of universities to embed the charity's training and placement scheme in either their undergraduate and postgraduate degree courses or extra-curricular activities.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name:	Pro Bono Community
Charity Number:	1153220
Trustees:	Oliver Hyams (Chair, resigned 19 April 2023) Livia Velicu (Co-Vice Chair and Secretary to 18 April 2023, appointed Chair 19 April 2023) Dinah Crystal OBE (Co-Vice Chair, resigned 19 January 2023) Omar Qadir (Treasurer) David Dowling (Resigned 19 April 2023) The Honourable Mr Justice Adam Johnson Steve Levett Daniel Laking Stephanie Cunningham (Resigned 19 April 2023) Claire Marshall (Appointed 19 April 2023)
Senior Management:	Bill Skirrow Executive Director
Registered Office:	93 Tabernacle Street, London EC2A 4BA
Correspondence Address:	93 Tabernacle Street, London EC2A 4BA
Independent Examiner:	Mr D Terry, Ramon Lee Ltd, 93 Tabernacle Street, London EC2A 4BA
Bankers:	Triodos Bank, Deanery Road, Bristol BS1 5AS

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing these financial statements, the Trustees are required to:

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

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2022

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

6/27/2023

This report was approved by the Trustees on and signed on its behalf:

DocuSigned by:

.....D0FBQ6E43C29459.....

Livia Velicu
(Chair - appointed in April 2023)

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF

PRO BONO COMMUNITY

I report to the trustees on my examination of the accounts of Pro Bono Community (Charitable Incorporated Organisation) for the year ended 31 August 2022 which are set out on pages 12 to 22.

This report is made solely to the charity's trustees, as a body, in accordance with 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 an independent examiner's 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 Independent Examination, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.


Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

DocuSigned by:



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**D TERRY – Chartered Accountant
RAMON LEE LTD
93 TABERNACLE STREET
LONDON EC2A 4BA**

6/28/2023

Date:.....

PRO BONO COMMUNITY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2022
SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income					
Income from charitable activities	3	51,750	100,403	152,153	116,764
Investment income	4	30	-	30	54
Total income		51,780	100,403	152,183	116,818
Expenditure					
Cost of raising funds	5	23,081	-	23,081	20,798
Charitable activities	5	43,754	87,808	131,562	123,361
Total expenditure		66,835	87,808	154,643	144,159
Net income/(expenditure) before transfer between funds		(15,056)	12,595	(2,461)	(27,341)
Transfer between funds		-	-	-	-
Net income/(expenditure) after transfer between funds		(15,056)	12,595	(2,461)	(27,341)
<i>Reconciliation of funds</i>					
Total funds, brought forward		65,065	-	65,065	92,406
Total funds, carried forward		50,009	12,595	62,604	65,065

CONTINUING OPERATIONS

None of the Charity's activities were acquired or discontinued during the above two financial periods.

TOTAL RECOGNISED GAINS AND LOSSES

The charity has no recognised gains or losses other than the above movement in funds for the above two financial periods.

PRO BONO COMMUNITY

BALANCE SHEET AS AT 31ST AUGUST 2022

	Notes	2022		2021	
		£	£	£	£
Current assets					
Debtors	11	1,578		996	
Cash at bank and in hand		<u>73,025</u>		<u>72,449</u>	
		74,604		73,445	
Liabilities					
Creditors falling due within one year	12	<u>(12,001)</u>		<u>(8,380)</u>	
Net current assets			62,604		65,065
Net assets			<u>62,604</u>		<u>65,065</u>
The funds of the charity:					
Unrestricted funds	13		50,009		65,065
Restricted funds	13		12,595		-
Total charity funds			<u>62,604</u>		<u>65,065</u>

6/28/2023

Approved by the Trustees on and were signed on its behalf by:

DocuSigned by:

Livia Velicu

D0FBC6E43C29459...

..... LIVIA VELICU (CHAIR – APPOINTED IN APRIL 2023)

DocuSigned by:

Omar Qadir

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..... OMAR QADIR (TREASURER)

The notes on pages 15 to 23 form part of these accounts

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2022

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

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) – Charity SORP (FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Pro Bono Community meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest pound.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2 Legal status of the charity

The organisation is a charitable incorporated organisation (CIO) registered as a charity with the Charity Commission on 2 August 2013 (Charity no. 1153220). The charity is established under a written constitution that specifies the objects and powers of the charity and is also governed under this constitution.

1.3 Preparation of accounts on a going concern basis

The Charity's Accounts shows Net deficit of £2,461 (2021 – Net deficit £27,341) for the year and free reserves of £50,009 (2021 - £65,065). The trustees are of the view that these results have secured the immediate future of the Charity for the next 12 months and on this basis the Charity is a going concern.

1.4 Fund's structure

The general fund comprises those monies, which may be used toward meeting the charitable objectives of the company at the discretion of the Management Board.

The restricted funds are monies raised for, and their use restricted to, a specific purpose or donations subject to donor imposed conditions.

1.5 Income

All income is included in the statement of financial activities when the Charity is legally entitled to it, receipt is probable and the amount can be measured with sufficient reliability.

Grant income

Grants are credited to the statement of financial activities when the Charity is entitled to the funds. Income is only deferred where there are time constraints imposed by the donor or if the funding is performance related.

Where entitlement to grants receivable is dependent upon fulfilment of conditions within the charity's control, the income is recognised when there is sufficient evidence that conditions will be met.

Grants supporting the core activities of the Charity and with no specific restrictions placed upon their use are included within donations and legacies. Grants that have specific restrictions placed upon their use are included within income from charitable activities.

Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Depreciation on the related fixed assets is charged against the restricted fund.

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31ST AUGUST 2022

1.5 Income (Cont/d)

Donations and legacies

Donations are recognised in the period in which they are received. Legacy income is recognised when the charity's entitlement is judged to be probable and where the amount can be reliably measured.

Contract income

Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract.

1.6 Donated goods and services

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the item is probable and that economic benefit can be measured reliably.

Donated professional services and facilities are included in income at the estimated value of the gift to the charity when received, based on the amount that the charity would have been prepared to pay for these services or facilities had it been required to purchase them, with a corresponding entry in the appropriate expenditure heading for the same amount. Donated fixed assets are similarly taken to income at the value to the charity with the other entry being capitalised in fixed assets.

1.7 Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis under the following headings:

- (a) Cost of raising funds includes staff time used to raise grants and donations and their associated support costs.
- (b) Expenditure on charitable activities include expenditure associated with the main objectives of the Charity and include both direct costs and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.8 Allocation of support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance cost, finance, and office costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 6.

1.9 Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution is provided in the trustees' report.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2022

1.11 Cash at bank and in hand

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

1.12 Creditors

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

1.13 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Taxation

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

1.15 Judgement and key sources of estimation uncertainty

In the application of the Charity's accounting policies, the charity is required to make judgments, 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 period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.16 Pension

The Charity operates a defined contribution pension scheme on behalf of its employees. Contributions are charged to the Statement of Financial Activities in the period in which they are payable. The assets of the scheme are held separately from those of the charity in an independently administered fund.

1.17 Cash flow statement

The charitable incorporated organisation qualifies as a small charity and advantage has been taken of the exemption provided by SORP (FRS 102) as amended by Bulletin 2, not to prepare a cash flow statement.

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31ST AUGUST 2022

2. DONATIONS

Donations income in 2022 and 2021 was Nil.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
City Bridge Trust	-	-	-	28,125
National Lottery Community Fund	-	63,985	63,985	39,289
Therium Access Limited	-	36,418	36,418	-
Training fees and sponsorship	51,750	-	51,750	49,350
	<u>51,750</u>	<u>100,403</u>	<u>152,153</u>	<u>116,764</u>

Income from charitable activities in 2021 totalling £116,764 was attributed £49,350 to unrestricted funds and £67,414 to restricted funds.

4. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Interest Income	30	-	30	54
	<u>30</u>	<u>-</u>	<u>30</u>	<u>54</u>

Investment income in 2021 totalling £54 was attributed to unrestricted funds.

PRO BONO COMMUNITY**NOTES TO THE ACCOUNTS (Cont/d)****FOR THE YEAR ENDED 31ST AUGUST 2022****5. ANALYSIS OF EXPENDITURE**

	Raising funds	Legal advice training	Total 2022	Total 2021
	£	£	£	£
Salary costs	17,085	42,501	59,586	58,751
Other direct costs	-	35,734	35,734	37,466
Grant to Institutions (Note 7)	-	30,541	30,541	25,646
Support costs (Note 6)	4,682	17,793	22,476	20,946
Governance costs (Note 6)	1,314	4,993	6,307	1,350
	<u>23,081</u>	<u>131,562</u>	<u>154,643</u>	<u>144,159</u>

Of the £154,643 expenditure in 2022 (2021 - £144,159), £66,835 was charged to unrestricted funds (2021 - £57,652) and £87,808 to restricted funds (2021 - £86,507).

6. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between charity's key activity undertaken (see note 5) in the year. All the general support and governance costs have been apportioned to the various charitable activities on the basis of staff time allocated to each activity.

	Support costs	Governance costs	2022	2021
	£	£	£	£
Office and administration staff	17,085	-	17,085	16,153
Communication and IT costs	2,909	-	2,909	2,292
Insurance	715	-	715	662
Staff recruitment expense	1,404	-	1,404	490
Miscellaneous expenses	363	-	363	1,349
Legal and professional fees	-	4,543	4,543	-
Independent examination fees	-	1,764	1,764	1,350
	<u>22,476</u>	<u>6,307</u>	<u>28,782</u>	<u>22,296</u>

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31ST AUGUST 2022

7. GRANTS TO INSTITUTIONS

	Total 2022 £	Total 2021 £
Citizens Advice Haringey	30,541	25,646
	<u>30,541</u>	<u>25,646</u>

8. NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging:

	Total 2022 £	Total 2021 £
Independent Examination Fees	1,764	1,350
	<u>1,764</u>	<u>1,350</u>

9. ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND COST OF KEY MANAGEMENT PERSONNEL

The total staff costs were:	2022 £	2021 £
Wages and salaries	70,710	68,150
Social security costs	2,585	3,692
Pension	3,376	3,061
	<u>76,670</u>	<u>74,903</u>

No employee received remuneration in excess of £60,000 during the year (2021 – £Nil).

No trustee or member of the Management Committee received any remuneration or reimbursement of expenses during the year (2021 - £Nil).

The key management personnel of the charity comprise the Executive Director. The total employee benefits of the key management personnel of the charity were £68,340 (2021 - £64,611).

10. STAFF NUMBERS

The average monthly equivalent full-time number of staff employed by the Charity during the period was as follows:

	2022	2021
Direct charitable work	1.00	1.00
Raising funds	0.25	0.25
Office and administration	0.25	0.25
	<u>1.50</u>	<u>1.50</u>

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2022

11. DEBTORS

	Total 2022 £	Total 2021 £
Prepayments	1,578	996
	<u>1,578</u>	<u>996</u>

12. CREDITORS: amounts falling due within one year

	Total 2022 £	Total 2021 £
Taxation and social security	1,536	680
Pension	484	-
Accruals	9,981	2,700
Deferred Income (Note 15)	-	5,000
	<u>12,001</u>	<u>8,380</u>

13. NET MOVEMENTS IN FUNDS

	Balance as at 01.09.21 £	Income £	Expenditure £	Transfer £	Balance as at 31.08.22 £
Restricted funds:					
National Lottery Community Fund	-	63,985	54,314	-	9,671
Therium Access Limited	-	36,418	33,494	-	2,924
	<u>-</u>	<u>100,403</u>	<u>87,808</u>	<u>-</u>	<u>12,595</u>
Unrestricted funds:					
General funds	65,065	51,780	66,835	-	50,009
Total funds	<u>65,065</u>	<u>152,183</u>	<u>154,643</u>	<u>-</u>	<u>62,604</u>

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31ST AUGUST 2022

13. NET MOVEMENTS IN FUNDS (Cont/d)

	Balance as at 01.09.20	Income	Expenditure	Transfer	Balance as at 31.08.21
	£	£	£	£	£
Restricted funds					
City Bridge Trust	2,356	28,125	30,481	-	-
National Lottery Community Fund	-	39,289	38,911	(378)	-
Law Society Charity	1,790	-	1,790	-	-
London Community Response Fund	15,325	-	15,325	-	-
Total restricted funds	<u>19,471</u>	<u>67,414</u>	<u>86,507</u>	<u>(378)</u>	<u>-</u>
Unrestricted funds					
General funds	72,935	49,404	57,652	378	65,065
Total funds	<u><u>92,406</u></u>	<u><u>116,818</u></u>	<u><u>144,159</u></u>	<u><u>-</u></u>	<u><u>65,065</u></u>

Description, nature and purpose of restricted funds:

City Bridge Trust: Grant towards a part-time salary, training costs and overheads to train law students to volunteer in community advice agencies.

Law Society Charity: Grant towards activities in London.

London Community Response Fund: Grant funding for a digital advice clinic project in June 2020.

National Lottery Community Fund: Funding a digital advice project operated in partnership with Citizens Advice Haringey supporting people with housing, welfare benefits and debt problems exacerbated by the Covid-19 pandemic.

Therium Access Limited: Grant funding for Pro Bono Community student volunteer training and placement programmes.

Description, nature and purpose of unrestricted funds:

General funds: General fund represents funds available to spend at the discretion of the Trustees.

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31ST AUGUST 2022

14. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS

	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Net current assets	50,009	12,595	62,604
	<u>50,009</u>	<u>12,595</u>	<u>62,604</u>

Analysis of fund balances between net assets – previous year

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Net current assets	65,065	-	65,065
	<u>65,065</u>	<u>-</u>	<u>65,065</u>

15. DEFERRED INCOME

	Total 2022 £	Total 2021 £
Balance as at 1st September	5,000	2,000
Amount released to income in the year	(5,000)	(2,000)
Amount Deferred in the year	-	5,000
Balance as at 31st August	<u>-</u>	<u>5,000</u>

Deferred income represents fees received from Goldsmiths University for services delivered in 2021-2022.

16. PENSION COSTS

The pension cost charge represents contributions payable by the charity to the fund and amounted to £3,376 (2021 - £3,061). Contributions totalling £484 were outstanding at the year end and are included in creditors.

17. RELATED PARTY TRANSACTIONS

No related party transactions took place in the year.

PRO BONO COMMUNITY

England & Wales - Charity number 1153220

Accounts

PRO BONO COMMUNITY
(A Charitable Incorporated Organisation)

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31ST AUGUST 2021



PRO BONO
COMMUNITY

Charity No: 1153220
Company No: CE000028

PRO BONO COMMUNITY

TRUSTEES' REPORT AND ACCOUNTS

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Statement of Financial Activities	12
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Notes to the Accounts	14 – 22

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021

The trustees present their annual report and financial statements of the charity for the year ended 31st August 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 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.

OUR PURPOSE AND ACTIVITIES

As set out in its constitution, Pro Bono Community's vision is to improve access to justice through legal education and to act in the public benefit through:

- (a) The advancement of legal education and the study of law;
- (b) The prevention and relief of poverty, hardship and distress through the promotion of effective legal education and training in the areas of law most likely to affect those in poverty or need and to benefit of those in poverty or need and the provision of free legal advice and assistance to people who are unable to afford to pay for such advice; and
- (c) The promotion of the sound administration and development of the law.

Aims and Objectives

Pro Bono Community ('PBC') is a registered charity which provides specialist training to equip lawyers, trainees, and law students with the skills and expertise to become effective volunteers, before placing them in advice agencies. By training volunteers and providing them with volunteering placements, we aim to increase the amount – and improve the quality – of free legal advice, in the areas of law most affecting those in need.

We have developed rigorous, specialised training courses, which are delivered by experts in the relevant field. These courses, some of which are integrated into university undergraduate and postgraduate degree programmes, aim to improve the quality of education in the advice sector in general.

We also arrange placements for the volunteers in advice agencies and seek to help those organisations overcome the constraints on their capacity to use more volunteers effectively. Attendees of PBC's training gain valuable skills and experience in areas of the law they are unlikely to have come across either in law school or practice. We hope that our training will serve to embed the pro bono culture in the hearts and minds of young lawyers and that many of them will go on to become champions for volunteering and pro bono work in their future careers. We are increasingly making use of technology in innovative ways to achieve our aims.

The charity's key goals over the past year were to:

- Build on the success of the first four years of the student volunteer training and placement project funded by City Bridge Trust and maintain the level of impact over the final year of the current grant;
- Consolidate the relationships with City University, LSE and University of Westminster and encourage other universities to adopt similar models integrating PBC's training into mainstream legal education;
- Seek to expand PBC's activities outside London, particularly using the opportunity presented by the growth of remote working to link advice agencies in the regions with students based in London and elsewhere;
- Develop grant applications, which apply the training and placement model PBC has developed and lessons learned from the first six years of the charity's activities, and apply them to specific projects, particularly ones including dedicated resource for volunteer supervision and addressing the needs of people whose lives have been adversely affected by Covid-19 and its consequences; and
- Continue to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021

Activities

Overview: PBC's seventh full year of operations was dominated by the impact of the Covid-19 pandemic on both wider society and the charity itself. Following the national lockdown in March 2020 it became increasingly probable that the charity would need to undertake a radical programme of change if it was to remain operational by moving all its activities online and operating remotely. We made preparations to achieve this over the summer of 2020 and, in the year to August 31st 2021, all our training was delivered online and the vast majority of volunteering placements we arranged were remote.

Given that we had never delivered any online training or arranged any remote volunteering placements previously, the trustees believe it is a considerable achievement that the charity's overall level of activity was at least on a par with that of previous years. Having said that, there were considerable challenges, not least the difficulty in arranging volunteering placements at a time when advice agencies were struggling to adapt to remote working practices. It took much longer to find placements than in previous years and, although PBC was able to find placements for all those who wanted them, many started later in the year or took longer to induct and become operational than we would have wished. In the year from September 2020, PBC trained cohorts of lawyers, trainees and students from law firms and universities including Freshfields Bruckhaus Deringer, Morgan Lewis, City University, University of Westminster, LSE, University College London, the University of Law, Goldsmiths, BPP and Royal Holloway. The income derived from sales to law firms and universities was supplemented by grant income from Tudor Trust, City Bridge Trust, London Community Response Fund and the National Lottery Community Fund.

Areas of Law: PBC has developed modular training courses in a variety of areas of social welfare law. The charity continued to refine its training by tailoring it to the particular needs of clients and advice agencies and offering flexibility in terms of content, format, duration, schedule and venue. The training comprises a general introduction to legal advice and the practical skills involved in volunteering before going on to focus on specialist legal advice topics including welfare benefits, housing and employment law. Over the spring and summer of 2020, the charity put considerable effort into making its existing training content suitable for digital learning and researched remote learning platforms so that we were ready to provide our training online if circumstances demanded it which, as it turned out, they did. All the training we provided during the year was delivered online and it was necessary to adapt and revise much of the content to make it suitable for digital delivery.

Volunteers: 217 people attended PBC training programmes during the year. The vast majority of these volunteers went on to undertake volunteering placements at Law Centres and advice agencies and play their part in addressing the need for free legal help, a demand which was exacerbated by the pandemic, particularly in certain areas of social welfare law. In most cases, PBC facilitated these volunteering placements through the network of Law Centres and advice agencies with which it has developed relationships, although law firm Morgan Lewis commissioned training in order to support its own partnerships with advice agencies. Many advice organisations took time to adapt to remote working and often volunteers were the last to be set up to work from home. Consequently, it took much longer than previous years to arrange placements and then to induct the volunteers and get them started with many not beginning their placements until well into 2021. Inevitably, this reduced the output of volunteers in comparison with previous years and caused some to drop out before completing their placements. Nevertheless, Pro Bono Community found placements for everyone who wanted one and, as set out below, maximised outputs by continuing to manage and monitor the 2020-21 cohort of volunteers whilst also making arrangements for the next cohort.

Grant Projects: In June 2016, PBC was awarded a grant by The City Bridge Trust enabling the charity to train 80 law students per year for three years. Having delivered on all its targets, the project received continuation funding for a further two years from June 2019. The final year of the project was severely affected by the pandemic but nevertheless saw 80 law students receive training with most going on to commence placements at 29 Law Centres and advice agencies. The charity received continuation funding from Tudor Trust for two years from January 2019, being an unrestricted grant, which has made an important contribution to the charity's running costs. In June 2020, PBC was awarded a grant of £17,180 by the London Community Response Fund to set up a digital advice clinic project in association with Citizens Advice Islington which commenced in autumn 2020. PBC also received a grant of £39,289 from the National Lottery Community Fund for a similar pilot project run in partnership with Citizens Advice Haringey which commenced in October 2020. Both projects were for six-month periods and designed to trial the creation of end-to-end digital advice clinics.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021

Accreditation: PBC was re-commissioned by City University to deliver two credit-bearing Pro Bono Training modules as options within the University's undergraduate and postgraduate law degrees. The LLB module focused on legal advice and welfare benefits law whilst the LLM/BPTC option featured housing and employment law as its specialist content. PBC delivered two other training and placement programmes, which were independently-funded by LSE and University of Westminster. These were not credit-bearing but we hope both universities may look at integrating the modules into their degree courses in the future. PBC opened conversations with a number of other universities, including the University of Law, Goldsmiths and the University of East London, who expressed serious interest in offering either accredited or extra-curricular but fully-funded modules in 2021-22.

Clinic Projects: PBC is committed to finding ways to mitigate the constraints on the use of volunteers by advice agencies as a result of limited resources for supervision. In the summer of 2020 we successfully applied for grants from London Community Response Fund and National Lottery Community Fund to set up and run supervised digital advice clinics catering for issues exacerbated by the impact of Covid-19 in partnership with Citizens Advice agencies in Islington and Haringey. Both of these projects were designed as six-month trials and commenced in autumn 2021.

Achievements and Performance

Overview

During the year 217 people from law firms and universities attended PBC training programmes across 12 cohorts. This is 95% of the number trained the previous year (which was almost exactly the same as in 2018-19). The trustees believe that this consistency of output demonstrates the extent to which the charity has been able to mitigate the impact of the pandemic and demonstrate high levels of resilience. We are usually unable to monitor the impact and activities of the lawyers and trainees we train, but the 149 students we trained who went on to commence volunteering placements (excluding those involved in grant-funded projects whose outputs are recorded separately) completed 1574 volunteering sessions and assisted just under 4,000 people in need of legal help. This represents an average of 11 volunteering sessions per volunteer which is substantially more than the previous year. The number of people assisted by these students was almost exactly the same as the previous year, reflecting both the shorter sessions undertaken by remote volunteers but also an increased output in terms of people assisted per volunteer of around 20%. Below, we provide more details of a project which accounts for approximately one-third of the students we train and place.

Student Volunteer Training and Placement Project

In May 2021, PBC completed the final year of an extended five-year volunteer training and placement project funded by City Bridge Trust. As a result of the pandemic and the subsequent delay to placements, PBC had only achieved about 50% of its delivery targets at that time. However, the Trust permitted us to allocate a small underspend to continuing to arrange, manage and monitor placements over the summer and into the autumn. This enabled the charity to achieve outputs that were much nearer the targets and by the end of October 2021 the project had achieved the following headline outputs:

Target law students trained and placed as volunteers: 80
Actual law students trained and placed as volunteers: 71

Target volunteer days/sessions undertaken: 1040
Actual volunteer days/sessions undertaken: 811

Target client interactions: 3000
Actual client interactions: 2587

Target cost per person assisted: £12
Actual cost per person assisted: £14

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021

During the course of the project, volunteers were placed at the following Law Centres and advice agencies: Age UK Lambeth, Age UK Kensington, Money A & E, Citizens Advice Haringey, Sufra NW London, Citizens Advice Kensington & Chelsea, Kingston Advocacy Group, IWGB, South West London Law Centres, Disability Law Service, Southwark Advice Plus, Citizens Advice Westminster, Citizens Advice Hammersmith & Fulham, Lewisham Refugee Migrant Network, Community Links, Richmond AID, Kingston Carers Network, Step Up Hub, Advance Charity, Citizens Advice Wandsworth, Citizens Advice Richmond, Haringey Law Centre, Justice for Tenants, Centre 70, Arachne, Account 3, Citizens Advice Waltham Forest, University House Legal Advice Centre, Work Rights Centre.

The volunteers undertook a wide range of tasks depending on their skills, confidence, experience and the needs of the Law Centre or advice agency at which they were volunteering. The typical activities of volunteers involved triaging and exploring issues with clients, discussing the cases with supervisors, drafting advice and then delivering that advice to client. During the year, volunteers were heavily involved in assisting clients with financial problems arising from the impact of the pandemic. Tasks undertaken by volunteers in this respect included: assisting clients to complete benefits and other application forms such as Universal Credit applications, ESA50 forms and PIP applications; appealing PIP decisions, undertaking research and drafting appeal documents; assisting clients to maximise income, e.g. going through their income and expenditure, applying for grants and exploring other options such as Council Tax Reduction applications, schemes offered by utilities suppliers, food bank referrals and food crisis support; interviewing and assisting clients remotely using video conferencing platforms, telephone and email – with many volunteers working on advice lines focusing on employment queries, benefits, and other debt-related queries.

Feedback from agencies, clients and volunteers included the following:

“Ed has been a fantastic volunteer, starting volunteering one day a week and then increasing to two. I would like to nominate him for the Pro Bono Champion award. He performed comprehensive benefits checks for clients including judging whether clients would be better off on ‘new style’ benefits or remaining on ‘legacy benefits’. He has been very committed, engaged, reliable and dedicated to helping clients.”

Bez Ely, Welfare Benefits Adviser, Disability Law Service

“Citizens Advice has seen a large increase in members of the public seeking advice during the pandemic and we would only have been able to meet this increased demand through the volunteers provided by PBC.”

James Cairns, Volunteer Coordinator, Citizens Advice Kensington and Chelsea

“We have been incredibly impressed with the calibre of students placed with us. They demonstrated a good understanding of the advice process, key advice areas, case recording and client care following their initial training with Pro Bono Community. All of the students have been self-motivated and hard-working so the selection process clearly works well.”

Helen Jones, Volunteer Development Coordinator, Peterborough CAB

University Accreditation

One of PBC's strategic objectives is to integrate our training into mainstream legal education, thus increasing the level of support advice agencies receive from well-trained and highly-motivated student volunteers, whilst also developing a positive attitude towards pro bono work in young lawyers and making social welfare law part of the curriculum.

The charity took an important step towards achieving this objective when it formed a partnership with City University whereby PBC delivered a credit-bearing, pro bono training module to City University's undergraduate law students from October 2017. In 2018-19, the university commissioned a second credit-bearing module for postgraduate students doing the LLM/BPTC. Both these modules were re-commissioned in 2019-20 and 2020-21. Training and placement modules for LSE and University of Westminster were also re-commissioned which, though not credit-bearing, were independently-funded by the universities and may be accredited in the future.

A number of other universities including University of Law, Goldsmiths and University of East London expressed serious interest in offering either accredited or extra-curricular but nevertheless fully-funded modules.

PRO BONO COMMUNITY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST AUGUST 2021

Expand PBC's Courses to New Regions

In previous years, PBC has struggled to develop sustainable relationships with advice agencies outside London because these were dependent on participating universities and law firms being located sufficiently nearby for volunteers to travel to the workplace. Following the Covid pandemic and the widespread introduction of remote working PBC was able to place volunteers at advice agencies including Citizens Advice Bedford, Citizens Advice Peterborough, Citizens Advice West Sussex and Citizens Advice Waltham Forest.

Developing Legal Advice Projects

PBC is committed to finding ways to mitigate the constraints on the use of volunteers by advice agencies as a result of limited resources for supervision. Furthermore, the charity sought to develop grant applications for projects which address the needs of people whose lives have been adversely affected by Covid-19 and its consequences.

In the summer of 2020, we successfully applied for grants from London Community Response Fund (LCRP) and National Lottery Community Fund (NLCF) to set up and run supervised digital advice clinics which included dedicated resource for supervision and involved PBC more actively in the running of the clinics. The LCRP project was operated in partnership with Citizens Advice Islington and the NLCF project with Citizens Advice Haringey.

Both projects were designed to trial the provision of end-to-end digital advice in which all participants – trainers, supervisors, administrators, volunteers and clients – were located remotely. The projects were focused on groups particularly affected by the impact of Covid-19: benefits claimants in Islington who needed help with ill health and disability benefit claims and challenges; and people living in the private rented sector in Haringey experiencing difficulties with housing, employment and debt. Both projects were delivered successfully, generating income gains for clients well in excess of £100,000 and producing valuable learning for future digital advice clinics.

Over the course of the year, PBC developed new grant applications for similar projects which were submitted to Therium Access, the National Lottery Community Fund and Trust for London. All these applications were successful, but their project commencement dates fall outside the scope of this report.

Training Programmes

All PBC's training prior to March 2020 had been delivered face-to-face so the charity's decision in the spring of 2020 to move all its training online for the foreseeable future represented a major challenge. We trialled various tools and settled on Zoom as the most effective and reliable platform for digital training. All the training we provided during the year was delivered online and it was necessary to adapt and revise much of the content to make it suitable for digital delivery. Apart from two pre-recorded lectures all the training was delivered live and, although it is difficult to replicate the intimacy of classroom teaching, we are confident that our online training was as interactive and engaging as it could be. Feedback from attendees was 95% positive which is commensurate with that received in previous years for classroom teaching.

Our volunteers

Although we train and place volunteers in other organisations, this year the charity did not itself use volunteers.

Public benefit statement

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

FINANCIAL REVIEW

The financial results for the year are set out in the Statements of Financial Activities on page 12. The charity recorded a net deficit of £27,341 (2020 – net surplus £22,345). The financial position at the year revealed by the Balance Sheet on page 13 shows net current assets or working capital of £65,065 (2020 – £92,406).

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021

Principal funding sources

The charity aims to develop a diverse funding base for its activities. Pro Bono Community continues to attract funding for its various projects from a wide range of other sources – charitable trusts, private companies, individual donations and the charity's own income generating activities (having regard to HMRC and Charity Commission guidance relating to "Charities and Trading").

Investment powers and policy

The trustees have considered the most appropriate policy for investing surplus funds and have found that, at this stage, bank deposit accounts provide the appropriate combination of security, accessibility and income growth.

Reserves policy

As at 31st August 2021 accounts showed reserves of £65,065 (2020 - £92,406), of which £Nil (2020 - £19,471) was restricted. The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £65,065 (2020 - £72,935).

The trustees seek to ensure that the level of reserves are appropriate for the charity, balancing the need to keep funds aside to mitigate risk against the need to ensure that funds can be spent in furtherance of the charity's aims.

Having regard to the particular circumstances of the pandemic this year, Pro Bono Community's trustees recognised that charities face a variety of risks and that it is important that there are sufficient free reserves to tide an organisation over in difficult financial circumstances or, in the worst case, to allow an organisation to wind up at the same time as meeting its obligations to staff and service users.

The principal risk to Pro Bono Community is an unexpected shortfall in either sales or grant income and the trustees have agreed to keep a certain level of financial reserves to ensure that main operations can continue for a period in the event of severe financial difficulties.

The main concerns of the board are to ensure:

- That staff can continue working, primarily to secure new sales or grant funding; and
- That any service for which income has already been received can be properly fulfilled.

The trustees met regularly during 2020-21 to assess the impact of the pandemic on the charity's finances and agreed to maintain a level of unrestricted reserves which would keep the charity running for up to a year until more was understood about the likely impact of the crisis on the charity's income streams and society returned to normal.

The reserves policy is under regular review by the trustees – in reviewing the reserves policy, the trustees have regard to the Charity Commission's guidance "How to set a reserves policy for your charity".

FUTURE ACTIVITIES

PBC's principal strategic objective is to address the urgent and growing need for increased access to high-quality pro bono advice from well-trained and highly-motivated volunteers at Law Centres and other advice agencies. This mission is even more urgent in the light of the coronavirus pandemic and its economic effects, causing people who have never needed advice before to seek assistance with problems related to employment, housing, welfare benefits, debt and other areas of social welfare law.

The charity is also focused on ensuring the charity remains active, effective and resilient in the face of the challenges presented by the coronavirus epidemic. In that context, our aim is to grow the outputs of the charity by building on our income-generating activities and seeking new sources of grant funding.

Additionally, the range of objectives during 2021-22 and beyond include, but are not limited to, the following:

- Build on the success of the City Bridge Trust project by finding a new sponsor for our core student volunteer training and placement scheme;

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021

FUTURE ACTIVITIES (Cont/d)

- Consolidate the relationships with City University, LSE and others by encouraging more universities to adopt similar models which are independently-funded and integrate PBC's training into mainstream legal education;
- Seek to expand PBC's activities outside London, particularly using the opportunity presented by the growth of remote working to link advice agencies in the regions with students based in London and elsewhere;
- Develop grant applications for projects which build on PBC's experience and expertise, particularly ones including dedicated resource for volunteer supervision and addressing the needs of people whose lives have been adversely affected by Covid-19 and its consequences;
- Build the capacity to deliver free legal advice independently through PBC's own digital advice clinic; and.
- Continue to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable incorporated organisation (CIO) registered as a charity with the Charity Commission on 2 August 2013 (Charity no. 1153220). The charity is established under a written constitution that specifies the objects and powers of the charity and is also governed under this constitution.

Recruitment and appointment of Trustees

New trustees of PBC are appointed by the board of trustees in accordance with clause 9 of PBC's constitution.

PBC recruits and appoints trustees in accordance with the following process:

- The trustees publish an advertisement with a Role Description;
- Interested persons are invited to contact the existing trustees, upon which they are provided with an Application Form, Declaration of Eligibility Forms and the details of current trustees – completion of eligibility forms, including the Charity Commission's trustee declaration, is a requirement pre-appointment of any proposed trustee;
- Applicants are shortlisted and invited for interview, in accordance with internal selection criteria;
- Following a successful interview, the proposed candidate is presented to the board of trustees for approval and formal appointment;
- Successful candidates are notified and provided with accounts, the constitution and the Code of Good Governance.

Trustee induction and training

The trustees maintain a good working knowledge of charity governance and best practice by regular reading of charity press articles and guidance produced by the Charity Commission and other Government and voluntary organisation advisory websites. New trustees are given copies of previous minutes and attend an induction session given by an experienced trustee.

Organisational Structure

The board of trustees takes strategic and major financial decisions. The trustees of PBC have delegated day-to-day management of PBC to Executive Director Bill Skirrow who, in turn, supervises the work of the part-time training and volunteer coordinator as well as any external suppliers and freelance assistance such as trainers and consultants. The Executive Director works with the trustees to deliver the objectives set out in PBC's business plan and in the terms and conditions of its grants. The Executive Director supervises and manages the relationship with partner organisations including law firms, course providers, Law Centres, advice agencies, suppliers and other third sector organisations.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021

Risk Management

The trustees have considered the major risks to which PBC is exposed and have reviewed those risks and established systems and procedures to manage them.

PBC's trustees consider that the principal risk to PBC is an unexpected shortfall in either sales or grant income. The charity mitigates this risk in the following ways:

- PBC's income is derived from both sales and grant income, enabling the charity to spread the risk from a shortfall in one income stream or the other.
- PBC has a very lean infrastructure and outsources the majority of its service provision to third parties who are not themselves paid until the relevant income has been received by PBC.
- PBC maintains a level of reserves which would permit it to continue operations for a period of time if such a shortfall were experienced.

The trustees also consider ensuring that funds are properly managed and accounted for is a major risk and the measures put in place to manage this risk include the Board of Trustees receiving regular financial reports from the Executive Director who takes routine day-to-day financial decisions. The Chairman, Secretary and Executive Director have access to the charity's bank account and monitor payments in and out of the account on a regular basis. No payments of more than £500 may be made without the authorisation of two of the three designated account operators. The charity's payroll is handled by the National Pro Bono Centre's Head of Financial and Administration, Andrew Ledward.

Related parties

PBC is one of several organisations that worked from the National Pro Bono Centre in Chancery Lane until June 2020. These organisations all operate within the field of pro bono legal assistance but there is no constitutional relationship between PBC and any other organisation. PBC has established informal relationships with organisations in the sector including The London Legal Support Trust, Advice Services Alliance, Advocate, Advice UK, Law Centres Network and Law Works. PBC has developed a relationship with a number of universities to embed the charity's training in their undergraduate and postgraduate courses.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Number: 1153220

Company Number: CE000028

Trustees: Oliver Hyams (Chair)
Livia Cullens (Co-Vice Chair & Secretary)
Dinah Crystal OBE (Co-Vice Chair)
David Dowling
The Honourable Mr Justice Adam Johnson
Lindsey Poole – Resigned on 16/04/2021
Omar Qadir (Treasurer) – Appointed on 28/09/2021
Steve Levett
Daniel Laking
Stephanie Cunningham

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021

REFERENCE AND ADMINISTRATIVE DETAILS (Cont/d)

Senior Management:	Bill Skirrow – Executive Director
Registered Office:	93 Tabernacle Street, London EC2A 4BA
Correspondence Address:	93 Tabernacle Street, London EC2A 4BA
Independent Examiner:	Mr D Terry, Ramon Lee Ltd, 93 Tabernacle Street, London EC2A 4BA
Bankers:	Triodos Bank, Deanery Road, Bristol BS1 5AS

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).


The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

This report was approved by the Trustees on 15th June 2022 and signed on its behalf:

.....

Oliver Hyams
(Chair)

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF

PRO BONO COMMUNITY

I report to the trustees on my examination of the accounts of Pro Bono Community (Charitable Incorporated Organisation) for the year ended 31 August 2021 which are set out on pages 12 to 22.

This report is made solely to the charity's trustees, as a body, in accordance with 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 an independent examiner's 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 Independent Examination, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



D TERRY – Chartered Accountant
RAMON LEE LTD
93 TABERNACLE STREET
LONDON EC2A 4BA

Date: 15th June 2022

PRO BONO COMMUNITY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2021
SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income					
Donations	2	-	-	-	25,000
Income from charitable activities	3	49,350	67,414	116,764	111,557
Investment income	4	54	-	54	49
Total income		49,404	67,414	116,818	136,606
Expenditure					
Cost of raising funds	5	20,798	-	20,798	21,237
Charitable activities	5	36,854	86,507	123,361	93,024
Total expenditure		57,652	86,507	144,159	114,261
Net income/(expenditure) before transfer between funds		(8,248)	(19,093)	(27,341)	22,345
Transfer between funds		378	(378)	-	-
Net income/(expenditure) after transfer between funds		(7,870)	(19,471)	(27,341)	22,345
<i>Reconciliation of funds</i>					
Total funds, brought forward		72,935	19,471	92,406	70,061
Total funds, carried forward		65,065	-	65,065	92,406

CONTINUING OPERATIONS

None of the Charity's activities were acquired or discontinued during the above two financial periods.

TOTAL RECOGNISED GAINS AND LOSSES

The charity has no recognised gains or losses other than the above movement in funds for the above two financial periods.

The notes on pages 14 to 22 form part of these accounts

PRO BONO COMMUNITY

BALANCE SHEET AS AT 31ST AUGUST 2021

	Notes	2021		2020	
		£	£	£	£
Current assets					
Debtors	11	996		1,109	
Cash at bank and in hand		<u>72,449</u>		<u>95,926</u>	
		73,445		97,035	
Liabilities					
Creditors falling due within one year	12	<u>(8,380)</u>		<u>(4,629)</u>	
Net current assets			65,065		92,406
Net assets			<u><u>65,065</u></u>		<u><u>92,406</u></u>
The funds of the charity:					
Unrestricted funds	13		65,065		72,935
Restricted funds	13		-		19,471
Total charity funds			<u><u>65,065</u></u>		<u><u>92,406</u></u>

Approved by the Trustees on 15th June 2022 and were signed on its behalf by:



..... OLIVER HYAMS (CHAIR)



Livia Velicu

..... ~~LIVIA CULLEN~~ (SECRETARY)

The notes on pages 14 to 22 form part of these accounts

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2021

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

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) – Charity SORP (FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Pro Bono Community meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest pound.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

1.2 Legal status of the charity

The organisation is a charitable incorporated organisation (CIO) registered as a charity with the Charity Commission on 2 August 2013 (Charity no. 1153220). The charity is established under a written constitution that specifies the objects and powers of the charity and is also governed under this constitution.

1.3 Preparation of accounts on a going concern basis

The Charity's Accounts shows net deficit of £27,341 (2020 – Net surplus £22,345) for the year and free reserves of £65,065 (2020 - £72,935). The trustees are of the view that these results have secured the immediate future of the Charity for the next 12 months and on this basis the Charity is a going concern.

1.4 Funds structure

The general fund comprises those monies, which may be used toward meeting the charitable objectives of the company at the discretion of the Management Board.

The restricted funds are monies raised for, and their use restricted to, a specific purpose or donations subject to donor imposed conditions.

1.5 Income

All income is included in the statement of financial activities when the Charity is legally entitled to it, receipt is probable and the amount can be measured with sufficient reliability.

Grant income

Grants are credited to the statement of financial activities when the Charity is entitled to the funds. Income is only deferred where there are time constraints imposed by the donor or if the funding is performance related.

Where entitlement to grants receivable is dependent upon fulfilment of conditions within the charity's control, the income is recognised when there is sufficient evidence that conditions will be met.

Grants supporting the core activities of the Charity and with no specific restrictions placed upon their use are included within donations and legacies. Grants that have specific restrictions placed upon their use are included within income from charitable activities.

Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Depreciation on the related fixed assets is charged against the restricted fund.

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2021

1.5 Income (Cont/d)

Donations and legacies

Donations are recognised in the period in which they are received. Legacy income is recognised when the charity's entitlement is judged to be probable and where the amount can be reliably measured.

Contract income

Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract.

1.6 Donated goods and services

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the item is probable and that economic benefit can be measured reliably.

Donated professional services and facilities are included in income at the estimated value of the gift to the charity when received, based on the amount that the charity would have been prepared to pay for these services or facilities had it been required to purchase them, with a corresponding entry in the appropriate expenditure heading for the same amount. Donated fixed assets are similarly taken to income at the value to the charity with the other entry being capitalised in fixed assets.

1.7 Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis under the following headings:

- (a) Cost of raising funds includes staff time used to raise grants and donations and their associated support costs.
- (b) Expenditure on charitable activities include expenditure associated with the main objectives of the Charity and include both direct costs and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.8 Allocation of support costs

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the charity and include governance cost, finance, and office costs. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 6.

1.9 Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution is provided in the trustees' report.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2021

1.11 Cash at bank and in hand

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

1.12 Creditors

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

1.13 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Taxation

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

1.15 Judgement and key sources of estimation uncertainty

In the application of the Charity's accounting policies, the charity is required to make judgments, 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 period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.16 Pension

The Charity operates a defined contribution pension scheme on behalf of its employees. Contributions are charged to the Statement of Financial Activities in the period in which they are payable. The assets of the scheme are held separately from those of the charity in an independently administered fund.

1.17 Cash flow statement

The charitable incorporated organisation qualifies as a small charity and advantage has been taken of the exemption provided by SORP (FRS 102) as amended by Bulletin 2, not to prepare a cash flow statement.

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2021

2. GRANTS AND DONATIONS

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Tudor Trust	-	-	-	25,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,000</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,000</u>

Grants and donations income in 2020 totalling £25,000 was attributed to unrestricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<i>Legal Advice Training</i>				
<i>Grant income</i>				
City Bridge Trust	-	28,125	28,125	35,702
National Lottery Community Fund	-	39,289	39,289	-
The Legal Education Foundation	-	-	-	7,875
London Community Response Fund	-	-	-	17,180
Training fees and sponsorship	49,350	-	49,350	50,800
	<u>49,350</u>	<u>67,414</u>	<u>116,764</u>	<u>111,557</u>
	<u>49,350</u>	<u>67,414</u>	<u>116,764</u>	<u>111,557</u>

Income from charitable activities in 2020 totalling £111,557 was attributed £50,800 to unrestricted funds and £60,757 to restricted funds.

4. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Interest Income	54	-	54	49
	<u>54</u>	<u>-</u>	<u>54</u>	<u>49</u>
	<u>54</u>	<u>-</u>	<u>54</u>	<u>49</u>

Investment income in 2020 totalling £49 was attributed to unrestricted funds.

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2021

5. ANALYSIS OF EXPENDITURE

	Raising funds	Legal advice training	Total 2021	Total 2020
	£	£	£	£
Salary costs	16,153	42,598	58,751	62,630
Other direct costs	-	37,466	37,466	26,109
Grant to Institutions (Note 7)	-	25,646	25,646	-
Marketing and promotion	-	-	-	130
Support costs (Note 6)	4,364	16,582	20,946	24,102
Governance costs (Note 6)	281	1,069	1,350	1,290
	<u>20,798</u>	<u>123,361</u>	<u>144,159</u>	<u>114,261</u>

Of the £144,159 expenditure in 2021 (2020 - £114,261), £57,652 was charged to unrestricted funds (2020 - £62,965) and £86,507 to restricted funds (2020 - £51,296).

6. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between charity's key activity undertaken (see note 5) in the year. All the general support and governance costs have been apportioned to the various charitable activities on the basis of staff time allocated to each activity.

	Support costs	Governance costs	2021	2020
	£	£	£	£
Office and administration staff	16,153	-	16,153	16,159
Premises costs	-	-	-	3,794
Communication and IT costs	2,292	-	2,292	2,171
Insurance	662	-	662	575
Staff recruitment expense	490	-	490	325
Miscellaneous expenses	1,349	-	1,349	1,078
Independent examination fees	-	1,350	1,350	1,290
	<u>20,946</u>	<u>1,350</u>	<u>22,296</u>	<u>25,392</u>

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31ST AUGUST 2021

7. GRANTS TO INSTITUTIONS

	Total	Total
	2021	2020
	£	£
Citizens Advice Haringey	25,646	-
	<u>25,646</u>	<u>-</u>
	<u>25,646</u>	<u>-</u>

8. NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging:

	Total	Total
	2021	2020
	£	£
Independent Examination Fees	1,350	1,290
	<u>1,350</u>	<u>1,290</u>
	<u>1,350</u>	<u>1,290</u>

9. ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND COST OF KEY MANAGEMENT PERSONNEL

The total staff costs were:	2021	2020
	£	£
Wages and salaries	68,150	71,098
Social security costs	3,692	4,182
Pension	3,061	3,510
	<u>74,903</u>	<u>78,790</u>
	<u>74,903</u>	<u>78,790</u>

No employee received remuneration in excess of £60,000 during the year (2020 – £Nil).

No trustee or member of the Management Committee received any remuneration or reimbursement of expenses during the year (2020 - £Nil).

The key management personnel of the charity comprise the Executive Director. The total employee benefits of the key management personnel of the charity were £64,611 (2020 - £64,637).

10. STAFF NUMBERS

The average monthly equivalent full-time number of staff employed by the Charity during the period was as follows:

	2021	2020
Direct charitable work	1.00	1.00
Raising funds	0.25	0.25
Office and administration	0.25	0.25
	<u>1.50</u>	<u>1.50</u>
	<u>1.50</u>	<u>1.50</u>

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2021

11. DEBTORS

	Total 2021	Total 2020
	£	£
Prepayments	996	788
Other Debtors	-	321
	996	1,109

12. CREDITORS: amounts falling due within one year

	Total 2021	Total 2020
	£	£
Taxation and social security	680	1,339
Accruals	2,700	1,290
Deferred Income (Note 15)	5,000	2,000
	8,380	4,629

13. NET MOVEMENTS IN FUNDS

	Balance as at 01.09.20	Income	Expenditure	Transfer	Balance as at 31.08.21
	£	£	£	£	£
Restricted funds:					
City Bridge Trust	2,356	28,125	30,481	-	-
National Lottery Community Fund	-	39,289	38,911	(378)	-
Law Society Charity	1,790	-	1,790	-	-
London Community Response Fund	15,325	-	15,325	-	-
	19,471	67,414	86,507	(378)	-
Unrestricted funds:					
General funds	72,935	49,404	57,652	378	65,065
Total funds	92,406	116,818	144,159	-	65,065

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31ST AUGUST 2021

13. NET MOVEMENTS IN FUNDS (Cont/d)

Net movement in funds – previous year

	Balance as at 01.09.19	Income	Expenditure	Transfer	Balance as at 31.08.20
	£	£	£	£	£
Restricted funds					
City Bridge Trust	7,345	35,702	40,691	-	2,356
Law Society Charity	1,790	-	-	-	1,790
The Legal Education Foundation	875	7,875	8,750	-	-
London Community Response Fund	-	17,180	1,855	-	15,325
Total restricted funds	10,010	60,757	51,296	-	19,471
Unrestricted funds					
General funds	60,051	75,849	62,965	-	72,935
Total funds	70,061	136,606	114,261	-	92,406

Description, nature and purpose of restricted funds:

City Bridge Trust: Grant towards a part-time salary, training costs and overheads to train law students to volunteer in community advice agencies.

Law Society Charity: Grant towards activities in London.

London Community Response Fund: Grant funding for a digital advice clinic project in June 2020.

National Lottery Community Fund: Funding a six-month digital advice pilot project operated in partnership with Citizens Advice Haringey supporting people with housing, welfare benefits and debt problems exacerbated by the Covid-19 pandemic.

Legal Education Foundation- University accreditation: Grant funding of towards Pro Bono Community Accredited Volunteer Training and Placement Scheme.

Description, nature and purpose of unrestricted funds:

General funds: General fund represents funds available to spend at the discretion of the Trustees.

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2021

14. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Net current assets	65,065	-	65,065
	65,065	-	65,065

Analysis of fund balances between net assets – previous year

	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Net current assets	72,935	19,471	92,406
	72,935	19,471	92,406

15. DEFERRED INCOME

	Total 2021 £	Total 2020 £
Balance as at 1st September	2,000	6,500
Amount released to income in the year	(2,000)	(4,500)
Amount Deferred in the year	5,000	-
Balance as at 31st August	5,000	2,000

Deferred income represents fees received from Goldsmiths University for services to be delivered 2021-2022.

16. PENSION COSTS

The pension cost charge represents contributions payable by the charity to the fund and amounted to £3,061 (2020 - £3,510). Contributions totalling £45 (2020 - £175) were prepayment to the fund at the year end and are included in debtors.

17. RELATED PARTY TRANSACTIONS

No related party transactions took place in the year.

PRO BONO COMMUNITY

England & Wales - Charity number 1153220

Accounts

PRO BONO COMMUNITY
(A Charitable Incorporated Organisation)

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31ST AUGUST 2020



PRO BONO
COMMUNITY

Charity No: 1153220
Company No: CE000028

PRO BONO COMMUNITY

TRUSTEES' REPORT AND ACCOUNTS

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PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2020

The trustees present their annual report and financial statements of the charity for the year ended 31st August 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 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.

OUR PURPOSE AND ACTIVITIES

As set out in its constitution, Pro Bono Community's vision is to improve access to justice through legal education and to act in the public benefit through:

- (a) The advancement of legal education and the study of law.
- (b) The prevention and relief of poverty, hardship and distress through the promotion of effective legal education and training in the areas of law most likely to affect those in poverty or need and to benefit of those in poverty or need and the provision of free legal advice and assistance to people who are unable to afford to pay for such advice.
- (c) The promotion of the sound administration and development of the law.

Aims and Objectives

Britain is experiencing a legal advice deficit. Pro Bono Community ('PBC') is a registered charity which provides specialist training so as to equip lawyers, trainees, and law students with the skills and expertise to become effective volunteers, before placing them in advice agencies. By training volunteers and providing them with volunteering placements, we aim to increase the amount - and improve the quality - of free legal advice in the areas of law affecting those in need.

The charity's primary aim is to help advice agencies increase the scope and quality of advice they can offer to some of the most vulnerable people in society. In order to improve access to justice, we have developed rigorous, specialised training courses for lawyers, trainees and law students, delivered by experts in the relevant field. In addition to arranging placements for the volunteers in advice agencies, PBC also seeks to help those organisations overcome the constraints on their capacity to use more volunteers effectively.

Furthermore, by developing a range of high level, standardised courses we aim to improve the quality of education in the advice sector in general. In addition to the benefits to the advice agencies, attendees of PBC's training gain valuable skills and experience in areas of the law they are unlikely to have come across either in law school or practice. We hope that our training will serve to embed the pro bono culture in the hearts and minds of young lawyers and that many of them will go on to become champions for volunteering and pro bono work in their future careers.

One of our strategic objectives is to gain formal accreditation for our training with a view to integrating it into the curriculum of law students, thus increasing the level of support advice agencies receive as well as embedding an understanding of and enthusiasm for social welfare law in young lawyers. We are increasingly making use of technology in innovative ways to achieve our aims.

The charity's key goals over the past year were to:

- Build on the success of the first three years of the student volunteer training and placement project funded by City Bridge Trust and maintain the level of impact over the next two years of the extended grant;
- Consolidate the relationship with City University and encourage other universities to adopt similar models integrating PBC's training into mainstream legal education;
- Seek to expand PBC's activities outside London;
- Develop projects applying the training and placement model PBC has developed and lessons learned from the first five years of the charity's activities;
- Continue to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified;
- Develop grant applications either alone or in partnership with advice agencies, focusing on core costs as well as specific projects, including projects addressing issues around the need for volunteer supervision.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2020

Activities

Overview: : PBC's sixth full year of operations was interrupted in February 2020 by the coronavirus pandemic and the subsequent national lockdown. At that time, it was not clear what impact the pandemic and its consequences would have on PBC and our mission. Various scenarios were hypothesized and the trustees and management met several times between March and August to monitor the situation and discuss the charity's operational and strategic objectives. These meetings led to decisions to move all our training online and to prepare for the probability that the majority of volunteer placements for the foreseeable future would involve remote working. In the year from September 2019, PBC trained cohorts of lawyers, trainees and students from law firms and universities including Freshfields Bruckhaus Deringer, Farrer, City University, University of Westminster, LSE, University College London, King's College London, the University of Law and BPP. The income derived from sales to law firms and other organisations was supplemented by grant and sponsorship income from Tudor Trust, City Bridge Trust, The Legal Education Foundation and London Community Response Fund.

Areas of Law: PBC has developed modular training courses in a variety of areas of social welfare law. The charity continued to refine its training by tailoring it to the particular needs of clients and advice agencies and offering flexibility in terms of content, format, duration, schedule and venue. The training comprises a general introduction to legal advice and the practical skills involved in volunteering before going on to focus on specialist legal advice topics including welfare benefits, housing and employment law.

Over the spring and summer of 2020, the charity put considerable effort into making its existing training content suitable for digital learning and researched remote learning platforms so that we were ready to provide all or part of our training online if circumstances demanded it in the autumn. PBC prides itself in providing training that is engaging and interactive and we wanted to ensure that these qualities were not lost in the digital environment.

Volunteers: 228 people attended PBC training programmes during the year with the majority going on to undertake volunteering placements at Law Centres and advice agencies and play their part in addressing the need for free legal help, a demand which was exacerbated by the pandemic, particularly in certain areas of social welfare law. In most cases, PBC facilitated these volunteering placements through the network of Law Centres and advice agencies with which it has developed relationships although law firm Farrer commissioned training in order to support its own relationship with Mary Ward Legal Centre.

Grant Projects: In June 2016, PBC was awarded a grant by The City Bridge Trust enabling the charity to train 80 law students per year for three years. Having delivered on all its targets, the project received continuation funding for a further two years from June 2019. This fourth year of the project was interrupted by the coronavirus epidemic but nevertheless saw 71 law students receive training and go on to commence placements at 26 Law Centres and advice agencies. The charity received continuation funding from Tudor Trust for two years from January 2019, an unrestricted grant which makes an important contribution to the charity's running costs. In July 2018, the Legal Education Foundation provided PBC with a new two-year grant supporting the charity's efforts to develop its activities in higher education. In June 2020, PBC was awarded a grant of £17,000 by the London Community Response Fund to set up a digital advice clinic project in association with Citizens Advice Islington which was due to commence in the autumn.

Accreditation: PBC was re-commissioned by City University to deliver two credit-bearing Pro Bono Training modules as options within the University's undergraduate and postgraduate law degrees. The LLB module focused on legal advice and welfare benefits law whilst the LLM/BPTC option featured employment law as its specialist content. PBC delivered two other training and placements programmes which were independently-funded by LSE and University of Westminster. These were not credit-bearing but we hope both universities may look at integrating the modules into their degree courses in the future. PBC had opened conversations with a number of other universities who expressed serious interest in offering either accredited or extra-curricular but fully-funded modules in 2020-21 but these discussions were set back by the coronavirus pandemic.

PRO BONO COMMUNITY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST AUGUST 2020

Clinic Projects: PBC is committed to finding ways to mitigate the constraints on the use of volunteers by advice agencies as a result of limited resources for supervision. In the summer of 2020 we successfully applied for grants from London Community Response Fund and National Lottery Community Fund to set up and run supervised digital advice clinics catering for issues exacerbated by the impact of Covid-19 in partnership with Citizens Advice agencies in Islington and Haringey. Both these project were due to commence in the autumn of 2020.

Achievements and Performance

Overview

Over the course of the year, PBC has trained 228 people across ten cohorts from law firms and universities. This is almost exactly the same as the previous year which we view as a good outcome given the impact of Covid-19. We are usually unable to monitor the impact and activities of the lawyers and trainees we train, but the 175 students we trained who went on to commence volunteering placements completed 1054 volunteering sessions and assisted more than 4,000 people in need of legal help. This represents an average of six sessions per volunteer, which is less than half our usual expectation and reflects the impact of the pandemic on placements. Below, we provide more details of a project which accounts for approximately one-third of the students we train and place.

Student Volunteer Training and Placement Project

In May 2020, PBC completed the fourth consecutive year of an extended five-year volunteer training and placement project funded by City Bridge Trust. Year four of the project missed its delivery targets for the first time but the Trust acknowledged that this was due to the imposition of a national lockdown in March 2020, the cessation of almost all volunteering placements across the advice sector and the closure of many advice agencies. Nevertheless, in spite of these challenging circumstances, the project achieved the following headline outputs:

Target law students trained and placed as volunteers: 80

Actual law students trained and placed as volunteers: 71

Target volunteer days/sessions undertaken: 1040

Actual volunteer days/sessions undertaken: 465

Target client interactions: 3000

Actual client interactions: 1848

Target cost per person assisted: £12

Actual cost per person assisted: £20

During the course of the project, volunteers were placed at the following Law Centres and advice agencies: Age UK Lambeth, Age UK Kensington, Bromley by Bow Centre, Citizens Advice Wandsworth, Citizens Advice Southwark, Citizens Advice Islington, Citizens Advice Kensington and Chelsea, Citizens Advice Hammersmith and Fulham, Citizens Advice Haringey, Citizens Advice Greenwich, Citizens Advice Brent, Citizens Advice Bromley, Community Advice (Highbury Corner Magistrates' Court), Cambridge House Legal Advice Centre, Community Links, Havelock Family Centre, Islington Law Centre, IWGB, Limehouse Project, Nucleus Legal Advice Centre, Paddington Law Centre, Richmond AID, Southwark Law Centre, South West London Law Centres, Step Up Hub and Toynbee Hall.

The volunteers undertook a wide range of tasks depending on their skills, confidence, experience and the needs of the Law Centre or advice agency at which they were volunteering. The activities undertaken included fielding and triaging new clients, signposting or referring clients, manning reception, acting as first point of contact for clients and arranging appointments. The volunteers liaised with third parties on behalf of clients, either over the phone or through written correspondence, for example, to the Department of Work and Pensions and local authorities. Volunteers drafted client advice letters, submissions and letters to court, including PIP and ESA appeals to the Upper Tribunal. They also drafted letters to assist clients with financial problems as a result of COVID-19, including rent freeze and car payment freeze letters. Volunteers provided case summaries and legal research for their supervisors as well as providing advice and information, under supervision, to clients on a range of legal issues including COVID-19-related employment and benefits enquiries. Volunteers interviewed and assessed clients in order to effectively triage and identify next steps for the clients; volunteers did so by manning advice lines as well as in person with clients. Volunteers assisted clients to complete benefits forms such as Universal Credit applications, ESA50 forms and PIP applications.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2020

Feedback from agencies, clients and volunteers included the following:

“Our volunteer completed complex disability benefit forms with clients so clients would not have to complete the forms alone. Clients will find out the DWP decisions about their benefits in the coming months.”

Gail Wagstaff, Welfare Benefits Caseworker, Islington Law Centre

“Vincent L. assisted a client to successfully recover his rent deposit. In doing so, he researched the landlord who had re-registered under a different name. Vincent then researched the protocol for each stage of lodging the claim to recover the deposit and advised the client accordingly. The client was very pleased with the outcome and told us he felt very secure when being advised by Vincent.”

Lorna Reid, Chief Executive, Citizens Advice Kensington & Chelsea

“My role at Step Up Hub involved helping clients through the appeals process. I advised a pensioner who had phoned the DWP with the intention of changing his correspondence address. Due to English being his second language there was a miscommunication and his Pension Credit was stopped. I helped the client to prepare the necessary paperwork to take the matter to a tribunal – including evidence gathering, points of appeal and correspondence with HMCTS. We were finally able to get through to the DWP who have now dropped the case and permitted his return to the Pension Credit he was previously receiving. The client was incredibly grateful and was a really lovely guy throughout the whole process, despite being in a very tough position.”

Jack Nurney, volunteer at Step Up Hub

University Accreditation

One of PBC's strategic objectives is to integrate our training into mainstream legal education, thus increasing the level of support Law Centres and other advice agencies receive from well-trained and highly-motivated student volunteers, whilst also developing a positive attitude towards pro bono work in young lawyers and making social welfare law part of the curriculum.

The charity took an important step towards achieving this objective when it formed a partnership with City University whereby PBC delivered a credit-bearing, pro bono training module to City University's undergraduate law students from October 2017. In 2018-19, the university commissioned a second credit-bearing module for postgraduate students doing the LLM/BPTC. Both these modules were re-commissioned in 2019-20 and PBC also ran new training and placement modules for LSE and University of Westminster which, though not credit-bearing at this stage, were independently-funded by the universities and may be accredited in the future.

A number of other universities had expressed serious interest in offering either accredited or extra-curricular but nevertheless fully-funded modules. However, these discussions were put on hold following the coronavirus outbreak.

Training Programmes

All PBC's training prior to this year had been delivered face-to-face so the charity's decision in the spring of 2020 to move all its training online for the foreseeable future represented a major challenge. We trialled various tools and settled on Zoom as the most effective and reliable platform for digital training. The provision of online training commenced after the scope of this report but the positive feedback we have since received reflects the preparation put into the transformation over the spring and summer and our determination to ensure our training remained as effective and engaging in the digital environment as it had been in face-to-face sessions.

Overcoming the “Supervision Bottleneck”

PBC is committed to finding ways to mitigate the constraints on the use of volunteers by advice agencies as a result of limited resources for supervision. In the summer of 2020 we successfully applied for grants from London Community Response Fund and National Lottery Community Fund to set up and run supervised digital advice clinics which included dedicated resource for supervision and involved PBC more actively in the running of the clinics. Both these projects were due to commence in the autumn of 2020 and so fall outside the scope of this report.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2020

Expand PBC's Courses to New Regions

PBC has worked hard to develop partnerships with Law Centres, advice agencies, universities, law firms and other potential stakeholders in the regions. These efforts, which included potentially promising discussions with universities and advice agencies in the Leeds & Bradford region, were curtailed by the coronavirus outbreak. However, there was growing evidence through the summer of 2020 that the increased provision of remote advice and the consequent ability to place volunteers at agencies geographically separate from their physical locations would open up new opportunities to work with advice agencies across the country in the future.

Relationships with Law Firms

The demand from law firms for training with or without placements was already sluggish before the coronavirus outbreak. PBC generated income from sales to Freshfields Bruckhaus Deringer and Farrer & Co in 2019-20, but all other discussions with law firms were shelved in March with little likelihood of them being re-opened until at least 2021.

Our volunteers

Although we train and place volunteers, the charity itself does not use volunteers.

Public benefit statement

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

FINANCIAL REVIEW

The financial results for the year are set out in the Statements of Financial Activities on page 12. The charity recorded an overall surplus of £22,345 (2019 – £1,104 deficit). The financial position at the year revealed by the Balance Sheet on page 13 shows net current assets or working capital of £92,406 (2019 – £70,061).

Principal funding sources

The charity aims to develop a diverse funding base for its activities. Pro Bono Community continues to attract funding for its various projects from a wide range of other sources – charitable trusts, private companies, individual donations and the charity's own income generating activities.

Investment powers and policy

The trustees have considered the most appropriate policy for investing surplus funds and have found that bank deposit accounts provide the appropriate combination of security, accessibility and income growth.

Reserves policy

As at 31st August 2020 accounts showed reserves of £92,406 (2019 - £70,061), of which £19,471 (2019 - £10,010) was restricted. The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £72,935 (2019 - £60,051).

Pro Bono Community's trustees recognise that charities face a variety of risks and that it is important that there are sufficient free reserves to tide an organisation over in difficult financial circumstances or, in the worst case, to allow an organisation to wind up at the same time as meeting its obligations to staff and service users.

The principal risk to Pro Bono Community is an unexpected shortfall in either sales or grant income and the trustees have agreed to keep a certain level of financial reserves to ensure that main operations can continue for a period in the event of severe financial difficulties.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2020

The main concerns of the board are to ensure:

- That staff can continue working, primarily to secure new sales or grant funding; and
- That any service for which income has already been received can be properly fulfilled.

The trustees met several times in the spring and summer of 2020 to assess the impact of the Coronavirus epidemic on the charity's finances and agreed to try to increase the level of unrestricted reserves to keep the charity running for up to a year until more was understood about the likely impact of the crisis on the charity's income streams and society returned to normal.

FUTURE ACTIVITIES

PBC's principal strategic objective is to address the urgent and growing need for increased access to high-quality pro bono advice from well-trained and highly-motivated volunteers at advice agencies. This mission is even more urgent in the light of Covid-19 and the damage it has done to the economy, causing people who have never needed advice before to seek assistance with problems related to employment, housing, welfare benefits, debt and other areas of social welfare law.

In the late summer and early autumn of 2020, it remained unclear how long it would be before the country would recover sufficiently for things to return to some semblance of normality. In that context, the charity's immediate objective is to get through the crisis and remain stable and active whilst doing so, without unduly depleting its reasonable reserves built up over a number of years. Our aim is to maintain at least the same level of income-generating activity as in the previous two years and to continue to seek new sources of grant funding, emphasising the need to obtain funding for core costs as well as for specific projects.

Additionally, the range of objectives during 2020-21 and beyond include, but are not limited to, the following:

- Building on the success of the first four years of the student volunteer training and placement project funded by City Bridge Trust and maintaining the level of impact over the final year of the current grant;
- Consolidating the relationships with City University, LSE and University of Westminster and encouraging other universities to adopt similar models integrating PBC's training into mainstream legal education;
- Seeking to expand PBC's activities outside London, particularly using the opportunity presented by the growth of remote working to link advice agencies in the regions with students based in London and elsewhere;
- Developing grant applications which apply the training and placement model PBC has developed and lessons learned from the first six years of the charity's activities and apply them to specific projects, particularly ones including dedicated resource for volunteer supervision and addressing the needs of people whose lives have been adversely affected by Covid-19 and its consequences; and
- Continuing to refine the training material delivered by PBC and expand into new areas where a potential demand can be identified.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a Charitable Incorporated Organisation ("CIO") registered as a charity with the Charity Commission on 2 August 2013 (Charity no. 1153220). The charity is established under a written constitution that established the objects and powers of the charity and is also governed under this constitution.

Recruitment and appointment of Trustees

PBC recruits and appoints trustees in accordance with the following process:

- The trustees publish an advertisement with a Role Description.
- Interested persons are invited to contact the existing trustees, upon which they are provided with an Application Form, Declaration of Eligibility Forms and the details of current trustees.
- Applicants are shortlisted and invited for interview, in accordance with internal selection criteria.
- Following a successful interview, the proposed candidate is presented to the board of trustees for approval and formal appointment.
- Successful candidates are notified and provided with accounts, the constitution and the Code of Good Governance.

Trustee induction and training

The trustees maintain a good working knowledge of charity governance and best practice by regular reading of charity press articles and scrutiny of the Charity Commission and other Government and voluntary organisation advisory websites. New trustees are given copies of previous minutes and attend an induction session given by an experienced trustee.

Organisational Structure

The board of trustees takes strategic and major financial decisions. The trustees of PBC have delegated day-to-day management of PBC to Executive Director Bill Skirrow who, in turn, supervises the work of the part-time training and volunteer coordinator as well as any external suppliers and freelance assistance such as trainers and consultants. The Executive Director works with the trustees to deliver the objectives set out in PBC's business plan and in the terms and conditions of its grants. The Executive Director supervises and manages the relationship with partner organisations including law firms, course providers, Law Centres, advice agencies, suppliers and other third sector organisations.

Risk Management

The trustees have considered the major risks to which PBC is exposed and have reviewed those risks and established systems and procedures to manage them.

PBC's trustees consider that the principal risk to PBC is an unexpected shortfall in either sales or grant income. The charity mitigates this risk in the following ways:

- PBC's income is derived from both sales and grant income, enabling the charity to spread the risk from a shortfall in one income stream or the other.
- PBC has a very lean infrastructure and outsources the majority of its service provision to third parties who are not themselves paid until the relevant income has been received by PBC.

The trustees also consider ensuring that funds are properly managed and accounted for is a major risk and the measures put in place to manage this risk include the Board of Trustees receiving regular financial reports from the Executive Director who takes routine day-to-day financial decisions. The Chairman, Secretary and Executive Director have access to the charity's bank account and monitor payments in and out of the account on a regular basis. No payments of more than £500 may be made without the authorisation of two of the three designated account operators. The charity's payroll is handled by the National Pro Bono Centre's Head of Financial and Administration, Andrew Ledward.

PRO BONO COMMUNITY
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2020

Related parties

PBC is one of several organisations that worked from the National Pro Bono Centre in Chancery Lane until June 2020. These organisations all operate within the field of pro bono legal assistance but there is no constitutional relationship between PBC and any other organisation. PBC has established informal relationships with organisations in the sector including The London Legal Support Trust, Advice Services Alliance, Advocate, Advice UK, Law Centres Network and LawWorks. PBC has developed a relationship with several universities to explore what scope there is to embed the charity's training in their undergraduate and postgraduate courses.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Number: 1153220

Company Number: CE000028

Trustees: Oliver Hyams (Chair)
Livia Cullens (Co-Vice Chair & Secretary)
Dinah Crystal OBE (Co-Vice Chair) – Appointed 24/09/2019
David Dowling
Adam Johnson QC
Lindsey Poole
Steve Levett
Daniel Laking – Appointed 24/09/2019
Stephanie Cunningham – Appointed 11/03/2020

Senior Management: Bill Skirrow – Executive Director

Registered Office: 93 Tabernacle Street, London EC2A 4BA

Correspondence Address: PBC, PO Box 409, Cobham KT11 9FR

Independent Examiner: Mr D Terry, Ramon Lee Ltd, 93 Tabernacle Street, London EC2A 4BA

Bankers: Triodos Bank, Deanery Road, Bristol BS1 5AS

PRO BONO COMMUNITY

TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2020

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).


The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable incorporated organisation will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

This report was approved by the Trustees on 22nd March 2021 and signed on its behalf:

.....

Oliver Hyams
(Chair)

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF

PRO BONO COMMUNITY

I report on the accounts of the charitable incorporated organisation for the year ended 31 August 2020.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



D TERRY – Chartered Accountant
RAMON LEE LTD
93 TABERNACLE STREET
LONDON EC2A 4BA

22nd March 2021

PRO BONO COMMUNITY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2020
SUMMARY INCOME AND EXPENDITURE ACCOUNT

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Income					
Donations	2	25,000	-	25,000	25,000
Income from charitable activities	3	50,800	60,757	111,557	79,188
Investment income	4	49	-	49	47
Total income		75,849	60,757	136,606	104,235
Expenditure					
Cost of raising funds	5	21,237	-	21,237	19,908
Charitable activities	5	41,728	51,296	93,024	85,431
Total expenditure		62,965	51,296	114,261	105,339
Net income/(expenditure) and net movement in funds for the year		12,884	9,461	22,345	(1,104)
<i>Reconciliation of funds</i>					
Total funds, brought forward		60,051	10,010	70,061	71,165
Total funds, carried forward		72,935	19,471	92,406	70,061

CONTINUING OPERATIONS

None of the Charity's activities were acquired or discontinued during the above two financial periods.

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the above movement in funds for the above two financial periods.

The notes on pages 14 to 21 form part of these accounts.

PRO BONO COMMUNITY
BALANCE SHEET AS AT 31ST AUGUST 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets					
Current assets					
Debtors	11	1,109		389	
Cash at bank and in hand		<u>95,926</u>		<u>80,401</u>	
		97,035		80,790	
Liabilities					
Creditors falling due within one year	12	<u>(4,629)</u>		<u>(10,729)</u>	
Net current assets			92,406		70,061
Net assets			<u><u>92,406</u></u>		<u><u>70,061</u></u>
The funds of the charity:					
Unrestricted funds	13	72,935		60,051	
Restricted funds	13	19,471		10,010	
Total charity funds			<u><u>92,406</u></u>		<u><u>70,061</u></u>

Approved by the Trustees on 22nd March 2021 and were signed on its behalf by:

.....
 OLIVER HYAMS (CHAIR)

.....
 LIVIA CULLENS (SECRETARY)

The notes on pages 14 to 21 form part of these accounts.

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2020

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

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) – Charity SORP (FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Pro Bono Community meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

1.2 Preparation of accounts on a going concern basis

The Charity's Financial Statements show net income of £22,345 (2019 – Net expenditure £1,104) for the year and free reserves of £72,935. The trustees are of the view that these results have secured the immediate future of the Charity for the next 12 to 18 months and on this basis the Charity is a going concern.

1.3 Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and amount can be measured reliably.

- (a) Income received by way of grants and donations are included in full in the Statement of Financial Activities when received, unless they relate to a specified future period, in which case they are deferred.
- (b) Income from charitable activities received by way of revenue grants and donations are credited to restricted incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.
- (c) Grants and donations of general nature which are not conditional on delivering certain levels of service are included as part of Grants and Donations as shown under note 2. Performance related grants and donations which have conditions for a specific outcome are include as Income from Charitable Activities as shown in Note 3.
- (d) Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract.
- (e) Investment income is included when receivable.

1.4 Volunteers and donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised and refers to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt. No such donations were received during the year.

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2020

1.5 Expenditure recognition and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- (a) Cost of raising funds includes staff time used to raise grants and donations and their associated support costs.
- (b) Expenditure on charitable activities include expenditure associated with the main objectives of the Charity and include both direct costs and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.6 Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance and administration personnel, payroll and governance costs which support the Charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 6.

1.7 Funds structure

The general fund comprises those monies, which may be used toward meeting the charitable objectives of the company at the discretion of the Management Board.

The restricted funds are monies raised for, and their use restricted to, a specific purpose or donations subject to donor imposed conditions.

1.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short term cash deposits.

1.9 Creditors and provisions

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

1.10 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.11 Taxation

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

PRO BONO COMMUNITY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2020

1.12 Judgement and key sources of estimation uncertainty

In the application of the Charity's accounting policies, the charity is required to make judgments, 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 period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.13 Pension

The Charity operates a defined contribution pension scheme on behalf of its employees. Contributions are charged to the Statement of Financial Activities in the period in which they are payable. The assets of the scheme are held separately from those of the charity in an independently administered fund.

1.14 Cash flow statement

The charitable incorporated organisation qualifies as a small charity and advantage has been taken of the exemption provided by SORP (FRS 102) as amended by Bulletin 2, not to prepare a cash flow statement.

2. GRANTS AND DONATIONS

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Tudor Trust	25,000	-	25,000	25,000
	<u>25,000</u>	<u>-</u>	<u>25,000</u>	<u>25,000</u>

Grants and donations income in 2019 totalling £25,000 was attributed to unrestricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<i>Legal Advice Training</i>				
<i>Grant income</i>				
City Bridge Trust	-	35,702	35,702	36,863
The Legal Education Foundation	-	7,875	7,875	10,500
London Community Response Fund	-	17,180	17,180	-
Training fees and sponsorship	50,800	-	50,800	31,825
	<u>50,800</u>	<u>60,757</u>	<u>111,557</u>	<u>79,188</u>

Income from charitable activities in 2019 totalling £79,188 was attributed £47,363 to restricted funds and £31,825 to unrestricted funds.

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2020

4. INVESTMENT INCOME

	Unrestricted Funds £	Total 2020 £	Total 2019 £
Interest Income	49	49	47
	<u>49</u>	<u>49</u>	<u>47</u>

Investment income in 2019 totalling £47 was attributed to unrestricted funds.

5. ANALYSIS OF EXPENDITURE

	Raising funds £	Legal advice training £	2,020 £	2,019 £
Salary costs	16,159	46,471	62,630	60,373
Other direct costs	-	26,109	26,109	23,020
Marketing and Promotion	-	130	130	585
Support costs (Note 6)	4,820	19,282	24,102	20,101
Governance costs (Note 6)	258	1,032	1,290	1,260
	<u>21,237</u>	<u>93,024</u>	<u>114,261</u>	<u>105,339</u>

Of the £114,261 expenditure in 2020 (2019 - £105,339), £62,965 was charged to unrestricted funds (2019 - £54,936) and £51,296 to restricted funds (2019 - £50,403).

6. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between charity's key activity undertaken (see note 5) in the year. All the general support and governance costs have been apportioned to the various charitable activities on the basis of staff time allocated to each activity.

	Support costs £	Governance costs £	2020 £	2019 £
Office and administration staff	16,159	-	16,159	12,775
Premises costs	3,794	-	3,794	5,280
Communication and IT costs	2,171	-	2,171	1,021
Insurance	575	-	575	549
Staff recruitment Expense	325	-	325	75
Miscellaneous expenses	1,078	-	1,078	401
Independent Examiner's fee	-	1,290	1,290	1,260
	<u>24,102</u>	<u>1,290</u>	<u>25,392</u>	<u>21,361</u>

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2020

7. NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2020	2019
	£	£
Independent Examination	1,290	1,260

8. ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND COST OF KEY MANAGEMENT PERSONNEL

STAFF COSTS

The total staff costs were:

	2020	2019
	£	£
Wages and salaries	71,098	66,035
Social security costs	4,182	3,844
Pension	3,510	3,269
	78,790	73,148

No employee received remuneration in excess of £60,000 during the year (2019 – £NIL).

No trustee or member of the Management Committee received any remuneration or reimbursed expenses during the year (2019 - £nil).

The key management personnel of the charity comprise the Executive Director. The total employee benefits of the key management personnel of the charity were £64,637 (2019 - £62,544).

9. STAFF NUMBERS

The average monthly equivalent full time number of staff employed by the Charity during the period was as follows:

	2020	2019
Direct charitable work	1.00	1.00
Raising funds	0.25	0.25
Office and administration	0.25	0.25
	1.50	1.50

10. DEBTORS

	Total 2020	Total 2019
	£	£
Prepayments	788	389
Other Debtors	321	-
	1,109	389

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2020

11. CREDITORS: amounts falling due within one year

	Total 2020 £	Total 2019 £
Taxation and social security	1,339	1,272
Accruals	1,290	2,957
Deferred Income (Note 14)	2,000	6,500
	4,629	10,729

12. NET MOVEMENTS IN FUNDS

	Balance as at 01.04.19 £	Income £	Expenditure £	Balance as at 31.03.20 £
Restricted funds:				
City Bridge Trust	7,345	35,702	40,691	2,356
Law Society Charity	1,790	-	-	1,790
The Legal Education Foundation	875	7,875	8,750	-
London Community Response Fund	-	17,180	1,855	15,325
	10,010	60,757	51,296	19,471
Unrestricted funds:				
General funds	60,051	75,849	62,965	72,935
Total funds	70,061	136,606	114,261	92,406

Net movement in funds – previous year

	Balance as at 01.09.18 £	Income £	Expenditure £	Balance as at 31.08.19 £
Restricted funds				
City Bridge Trust	10,385	36,863	39,903	7,345
Law Society Charity	1,790	-	-	1,790
Legal Education Foundation - University accreditation	875	10,500	10,500	875
Total restricted funds	13,050	47,363	50,403	10,010
Unrestricted funds				
General funds	58,115	56,872	54,936	60,051
Total funds	71,165	104,235	105,339	70,061

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2020

Description, nature and purpose of restricted funds:

City Bridge Trust: Grant towards a part-time salary, training costs and overheads to train law students to volunteer in community advice agencies.

Law Society Charity: Grant towards activities in London.

Legal Education Foundation – Developing programmes: Grant funding towards developing new training programmes areas of social welfare law, gain accreditation from City Law School in the current academic year, developing digital tools- an on-line volunteer monitoring and evaluation interface and expanding PBC's courses to new regions.

Legal Education Foundation- University accreditation: Grant funding of towards Pro Bono Community Accredited Volunteer Training and Placement Scheme.

London Community Response Fund: Grant funding for a digital advice clinic project in June 2020.

Description, nature and purpose of unrestricted funds:

General funds: General fund represents funds available to spend at the discretion of the Trustees.

13. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS

	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Net current assets	72,935	19,471	92,406
	<u>72,935</u>	<u>19,471</u>	<u>92,406</u>

Analysis of fund balances between net assets – previous year

	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Net current assets	60,051	10,010	70,061
	<u>60,051</u>	<u>10,010</u>	<u>70,061</u>

PRO BONO COMMUNITY

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST AUGUST 2020

14. DEFERRED INCOME

	Total 2020 £	Total 2019 £
Balance as at 1st September	6,500	6,500
Amount released to income in the year	(4,500)	-
Amount Deferred in the year	-	-
Balance as at 31st August	<u>2,000</u>	<u>6,500</u>

Deferred income represents training programme income received for training not yet delivered for Carmelite Chambers £2,000.

15. PENSION COSTS

The pension cost charge represents contributions payable by the charity to the fund and amounted to £3,510 (2019 - £3,269). Contributions totalling £175 (2019 - £Nil) were prepayment to the fund at the year end and are included in debtors.

16. RELATED PARTY TRANSACTIONS

No related party transactions took place in the year.