



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From	Period start date	25 th October 2020
To	Period end date	24 th October 2021

Charity name: Horizon Legal Advice Clinic

Charity registration number: 1165006

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the public benefit, the relief of those in need by reason of financial hardship, living in Greater London, through the provision of free legal advice. 'Financial hardship' for the purposes of this report means those individuals who would not otherwise have the financial means to obtain legal advice. In this vein, Horizon Legal Advice Clinic ("Horizon LAC") provides a free end-to-end legal advice service which focuses on two main welfare benefits, namely Personal Independence Payment ("PIP") and Employment and Support Allowance ("ESA").
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The activities Horizon undertakes in furtherance of its stated purpose fall under three main areas:</p> <ul style="list-style-type: none">• Initial interview: conducted by volunteer advisers (each a "VA") and supervised by a volunteering solicitor (each a "VS"), to ascertain facts of the case - VAs and solicitor review client case, and decide on merits of case;• Drafting of documents: includes – claim forms, advice letters to client detailing merits of the case or lack thereof - tribunal submissions on behalf of client; and• Tribunal representation: VA and/or VS attends tribunal with client, where case is heard at First Tier Tribunal.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The main activity undertaken by Horizon LAC is the provision of legal assistance to those eligible for the welfare benefits in the form of PIP, ESA and Universal credit related to health conditions, disability and sickness.

		The Trustees have regard to the Charity Commission's guidance on public benefit.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>Volunteers (VAs, case co-ordinators and VSs) are instrumental to the smooth-functioning service offered by Horizon LAC. Their contribution extends to aspects such as:</p> <ul style="list-style-type: none"> • Coordination: liaising with referral agencies, calling clients to obtain basic overview of client issues for client appointments; • Interviewing: VAs and VSs conduct client interview; and • Admin and further legal work: VAs undertake important document management tasks as well as liaising with VS' to further a clients' case (e.g. from claim form filling, to drafting tribunal submissions on behalf of the client). <p>Trustees have the responsibility to ensure correct policies are in place and are followed at all times, as well as being on hand to response to queries as they arise. In this way, they aim is to ensure delays are avoided and casework is properly allocated and managed.</p>
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Horizon LAC's service was able to engage with 27 service user cases during the reporting period, of which 9 were new cases taken by Horizon LAC. In each of the cases Horizon LAC supports clients with claims and challenges to entitlement for PIP, ESA and UC related to health conditions and disability.</p> <p>Horizon LAC's service was able to successfully close 10 service users' cases during the reporting period, resulting in</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Horizon LAC took on an additional 9 cases during the reporting period. Since the service provided by Horizon LAC started in 2016, it has provided relief of poverty for those claiming the relevant PIP and ESA benefits to approximately 140 cases, and achieving total benefit entitlement in excess of £1.4 million for those supported. This directly addresses Horizon LAC's object of addressing and relieving poverty for its target service users (beneficiaries).
Performance of fundraising activities against objectives set	Para 1.41	We did not achieve our fundraising objective but we able to raise funds to the total amount of £23,130 during the reporting period.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The amount of £11,437.26, in the bank at the end of this reporting period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	None.
Reasons for holding zero reserves	Para 1.22	We do not have reserves as such – monies held in Horizon LAC's bank account goes towards ongoing or future costs. This includes purchase of legal resources (and subscriptions), monthly rent of premises, and paying the clinic supervisor (a welfare lawyer) and case coordinator responsible for overseeing and managing PIP, ESA and UC related to health and disability matters that we take on.
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>It is crucial for Horizon LAC to secure funding for paid co-ordination and management of the service offered by it. This is essential for:</p> <ul style="list-style-type: none"> - referring clients and - liaising with referral agencies, - recruiting and inducting volunteer solicitors and advisers, and - supporting with the administration and management of client cases to successful results. <p>Without this capacity the service provided by Horizon LAC will not be able to sustain a quality service which is effective for clients.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	During this period fundraising activities have taken place: through small trust and grant and donations from partner law firms and crowdfunding.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Fundraising for staff to take on co-ordination and administrative activity is vital for the sustainability of a good service.

Other		
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Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	5 New Trustees were appointed on the basis of their ability to help build on making the service provided by Horizon LAC to become more sustainable.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Horizon Legal Advice Centre
Other name the charity uses	Horizon LAC
Registered charity number	1165006
Charity's principal address	Mansfield House, 30 Avenons Road, London, E13 8HT, UK

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jeremond During	Chair	From August 2020	Quorate Trustee board
2	Luljeta Nuzi	Trustee Support Lead	From August 2020	Quorate Trustee board
3	Karolin Abbas	Digital Services Lead	From August 2021	Quorate Trustee board
4	Paul Matthews	Vice chair	From August 2021	Quorate Trustee board
5	Neil McKnight	Secretary	From August 2021	Quorate Trustee board
6	George Kassimos	Fundraising Lead	From August 2021	Quorate Trustee board
7	Swaz Sinha	Treasurer	From August 2021	Quorate Trustee board

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

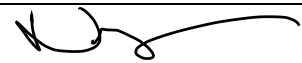
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Neil McKnight	
Position (eg Secretary, Chair, etc)	Secretary	
Date	24/8/22	

Breakdown of income and expenditure cover period between: 25 October 2020 - 24 October 2021

INCOME														
Details	PERIOD (amounts in (£))												TOTAL	Additional notes (if any)
	25 October - 25 November 2020	26 November - 25 December 2020	26 December - 25 January 2021	26 January - 25 February 2021	26 February - 25 March 2021	26 March - 25 April 2021	26 April - 25 May 2021	26 May - 25 Jun 2021	26 June - 25 July 2021	26 July - 25 August 2021	26 August - 25 September 2021	26 September - 24 October 2021		
Morgan Lewis and Bockius	0.00	2000.00	0.00	114.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2114.55	
London Legal Support	0.00	9832.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9832.00	
	0.00	444.95	101.40	146.75	0.00	0.00	0.00	0.00	424.53	0.00	0.00	0.00		
Just Giving													1117.63	Two Just Giving payments made in period between 26 June - 25 July 2021 (inclusive) of £48.65 and £375.88 respectively.
Cambridge Global	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10000.00	0.00	0.00	0.00	10000.00	
TOTAL	0.00	12276.95	101.40	261.30	0.00	0.00	0.00	0.00	10424.53	0.00	0.00	0.00	23064.18	

Balance carried forward from previous reporting period:

£2,276.98

3232.18

EXPENDITURE														
Details	PERIOD (amounts in (£))												TOTAL	Additional notes (if any)
	25 October - 25 November 2020	26 November - 25 December 2020	26 December - 25 January 2021	26 January - 25 February 2021	26 February - 25 March 2021	26 March - 25 April 2021	26 April - 25 May 2021	26 May - 25 June 2021	26 June - 25 July 2021	26 July - 25 August 2021	26 August - 25 September 2021	26 September - 24 October 2021		
Horizon LAC Clinic Supervising Solicitor	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00	
Close access under Shpresa Programme	257.00	257.00	257.00	257.00	257.00	257.00	0.00	0.00	257.00	274.93	137.44	137.44	2,348.81	
Rent to landlord	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00	
Hostegator (Horizon LAC website operator)	0.00	64.17	0.00	0.00	0.00	0.00	0.00	61.10	0.00	0.00	0.00	0.00	125.27	
Hostegator transaction fee (relates to operation of the Horizon LAC website)	0.00	1.76	0.00	0.00	0.00	0.00	0.00	1.68	0.00	0.00	0.00	0.00	3.44	
Ledi (Horizon support)	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	
Advice UK membership	0.00	0.00	0.00	0.00	0.00	258.00	0.00	0.00	0.00	0.00	3,788.40	0.00	4,046.40	
Advice UK Insure	0.00	0.00	0.00	0.00	0.00	0.00	156.80	0.00	0.00	0.00	0.00	0.00	156.80	
Horizon LAC case co-ordinator (Myra)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.90	120.60	120.60	301.50	241.20	964.80	Three payments of £60.30 made in period between 26 May - 25 June 2021 (inclusive); Two payments of £60.30 made in period between 26 June - 25 July 2021 (inclusive); Two payments of £60.30 made in period between 26 July - 25 August 2021 (inclusive); Five payments of £60.30 made in period between 26 August - 25 September 2021 (inclusive); and four payments of £60.30 made in period between 26 September - 25 October 2021 (inclusive).
Awards for Horizon LAC's volunteer advisors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	481.40	0.00	0.00	481.40	
TOTAL	777.00	842.93	777.00	877.00	777.00	1,035.00	676.80	763.68	897.60	1,396.93	4,747.34	898.64	14,466.92	

Horizon Legal Advice Clinic: Statement of Financial
Activities (accounts)

Period: 25 Oct 2020 - 24 Oct 2021

	Unrestricted funds (£)	Restricted funds (£)	Endowment funds (£)	Total funds (£)	Notes
Income and endowments from:					
Donations and legacies	3,232.18	0.00	0.00	3,232.18	See tab entitled 'Accounts breakdown' : Donations from Morgan Lewis and Just Giving
Charitable activities	0.00	0.00	0.00	0.00	
Other trading activities	0.00	0.00	0.00	0.00	
Investments	0.00	0.00	0.00	0.00	
Other	19,832.00	0.00	0.00	19,832.00	See tab entitled 'Accounts breakdown' : Payments from London Legal Support and Cambridge Global
Total	23,064.18	0.00	0.00	23,064.18	
Expenditure on:					
Raising funds	100.00	0.00	0.00	100.00	See tab entitled 'Accounts breakdown' : Payment to Ledi (Horizon support)
Charitable activities	0.00	0.00	0.00	0.00	
Other	14,366.92	0.00	0.00	14,366.92	See tab entitled 'Accounts breakdown' : Payments to Horizon LAC Clinic Supervising Solicitor, Close access under Shpresa Programme, Landlord (rent), Hostegator (Horizc Ledi (Horizon support), Advice UK (membership and insure), Horizon LAC Case Co-ordinator and purchase of awards for Horizon LAC's volunteer advisors
Total	14,466.92	0.00	0.00	14,466.92	
Net gains/(losses) on investments	0.00	0.00	0.00	0.00	
Net income/(expenditure)	8,597.26			8,597.26	
Transfers between funds	0.00	0.00	0.00	0.00	
Other recognised gains/(losses):					
Gains/(losses) on revaluation of fixed assets	0.00	0.00	0.00	0.00	
Actuarial gains/(losses) on defined benefit pension schemes	0.00	0.00	0.00	0.00	
Other gains/(losses)	0.00	0.00	0.00	0.00	
Net movement in funds	0.00	0.00	0.00	0.00	
Reconciliation of funds:					
Total funds brought forward	£2,276.98	0	0	£2,276.98	
Total funds carried forward	£10,874.24			£10,874.24	