



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

| | | |
|-------------|--------------------------|-------------------------------------|
| From | Period start date | 25th October 2021 |
| To | Period end date | 24th October 2022 |

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 LAC 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. |

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| | | 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 18 service user cases during the reporting period, of which 10 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 8 service users' cases during the reporting period, securing benefit entitlements of £97,440.</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 [10] cases during the reporting period and secured benefit entitlements for service users of £97,440. 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 | Horizon LAC was able to raise funds to the total amount of £25,000.00 during the reporting period. |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

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|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | The amount of £21,593.82, 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 | Horizon LAC does not hold reserves. |
| Amount of reserves held | Para 1.22 | None. |
| Reasons for holding zero reserves | Para 1.22 | Horizon LAC does not hold reserves. Monies held in its bank account are used to fund ongoing or future costs. This includes purchase of legal resources (and subscriptions), monthly rent of premises, insurance, and paying the clinic supervisor (a specialist welfare benefits solicitor) responsible for overseeing and managing PIP, ESA and UC related to health and disability matters that Horizon LAC takes 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 | Horizon LAC relies on discretionary donations, primarily from law firms, in order to fund its activities. As Horizon LAC expands its service it will need to secure funding for paid co-ordination and management of the service offered by it, which will be important to build capacity and help to sustain an effective service offering for its clients. |

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 | |
| 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 | |
| Other | | |

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 | Horizon has 7 trustees who 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 | | Quorate Trustee board |
| 2 | Luljeta Nuzi | Trustee Support Lead | | Quorate Trustee board |
| 3 | Karolin Abbas | Digital Services Lead | | Quorate Trustee board |
| 4 | Paul Matthews | Vice chair | | Quorate Trustee board |
| 5 | Neil McKnight | Secretary | | Quorate Trustee board |
| 6 | George Kassimos | Fundraising Lead | | Quorate Trustee board |
| 7 | Swaz Sinha | Treasurer | | 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

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|---|-----|
| 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

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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 | 22 August 2023 | |

| Financial accounts: Horizon Legal Advice Clinic (Charity number: 1165006) | | | | | | | | | | | | | |
|---|--|--------------------------------|------------------------------------|-------------------------------|-----------------------------|--------------------------|------------------------|-----------------------|------------------------|--------------------------|-------------------------------|--------------------------------|-----------|
| Breakdown of income and expenditure cover period between: 25 October 2021 - 24 October 2022 (inclusive) | | | | | | | | | | | | | |
| INCOME | | | | | | | | | | | | | |
| Details | PERIOD (amounts in (£)) | | | | | | | | | | | | |
| | Financial accounting period: 25 October 2021 - 24 October 2022 (inclusive) | | | | | | | | | | | | |
| | 25 October - 24 November 2021 | 25 November - 24 December 2021 | 25 December 2021 - 24 January 2022 | 25 January - 24 February 2022 | 25 February - 24 March 2022 | 25 March - 24 April 2022 | 25 April - 24 May 2022 | 25 May - 24 June 2022 | 25 June - 24 July 2022 | 25 July - 24 August 2022 | 25 August - 24 September 2022 | 25 September - 24 October 2022 | TOTAL |
| Main grant | 0.00 | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 |
| Cambridge Global | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 15,000.00 | 0.00 | 0.00 | 15,000.00 |
| TOTAL | 0.00 | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 15,000.00 | 0.00 | 0.00 | |

Balance carried forward from previous reporting period (25 October 2020 - 24 October 2021): £11,437.26

| EXPENDITURE | | | | | | | | | | | | | |
|--|--|--------------------------------|------------------------------------|-------------------------------|-----------------------------|--------------------------|------------------------|-----------------------|------------------------|--------------------------|-------------------------------|--------------------------------|----------|
| Details | PERIOD (amounts in (£)) | | | | | | | | | | | | |
| | Financial accounting period: 25 October 2021 - 24 October 2022 (inclusive) | | | | | | | | | | | | |
| | 25 October - 24 November 2021 | 25 November - 24 December 2021 | 25 December 2021 - 24 January 2022 | 25 January - 24 February 2022 | 25 February - 24 March 2022 | 25 March - 24 April 2022 | 25 April - 24 May 2022 | 25 May - 24 June 2022 | 25 June - 24 July 2022 | 25 July - 24 August 2022 | 25 August - 24 September 2022 | 25 September - 24 October 2022 | TOTAL |
| Horizon LAC case co-ordinator | 241.20 | 120.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 361.80 |
| 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 | 137.44 | 137.44 | 137.44 | 137.44 | 137.44 | 137.44 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 824.64 |
| 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 | 65.16 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 68.98 | 0.00 | 0.00 | 0.00 | 0.00 | 134.14 |
| Hostegator transaction fee (relates to operation of the Horizon LAC website) | 0.00 | 1.79 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.89 | 0.00 | 0.00 | 0.00 | 0.00 | 3.68 |
| Expenses | 0.00 | 6.85 | 0.00 | 11.15 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 18.00 |
| Bank charges | 0.00 | 0.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 50.00 |
| Beware of the bull funding app | 0.00 | 0.00 | 220.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 220.00 | 0.00 | 440.00 |
| Advice UK Insure | 0.00 | 0.00 | 0.00 | 0.00 | 246.00 | 0.00 | 0.00 | 1715.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,961.00 |
| Advice UK membership | 0.00 | 0.00 | 0.00 | 0.00 | 263.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 263.00 |
| 123 Reg Ltd | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 28.78 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 28.78 |
| Advice Pro | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2948.40 | 0.00 | 0.00 | 0.00 | 0.00 | 2,948.40 |
| Shpresa programme | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1570.00 | 0.00 | 1,570.00 |
| TOTAL | 898.64 | 851.84 | 882.44 | 673.59 | 1171.44 | 662.44 | 553.78 | 5259.27 | 525.00 | 525.00 | 2315.00 | 525.00 | |

Balance at end of the reporting period: as at 24 October 2022 £21,593.82

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

Reporting period: 25 October 2021 - 24 October 2022

| | Unrestricted funds (£) | Restricted funds (£) | Endowment funds (£) | Total funds (£) |
|---|---------------------------|-------------------------|------------------------|--------------------|
| Income and endowments from: | | | | |
| Donations and legacies | 15,000.00 | 0.00 | 0.00 | 15,000.00 |
| 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 | 10,000.00 | 0.00 | 0.00 | 10,000.00 |
| Total | 25,000.00 | 0.00 | 0.00 | 25,000.00 |
| Expenditure on: | | | | |
| Raising funds | 440.00 | 0.00 | 0.00 | 440.00 |
| Charitable activities | 0.00 | 0.00 | 0.00 | 0.00 |
| Other | 14,403.44 | 0.00 | 0.00 | 14,403.44 |
| Total | 14,843.44 | 0.00 | 0.00 | 14,843.44 |
| Net gains/(losses) on investments | 0.00 | 0.00 | 0.00 | 0.00 |
| Net income/(expenditure) | 10,156.56 | 0.00 | 0.00 | 10,156.56 |
| 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 | 11,437.26 | 0 | 0 | 11,437.26 |
| Total funds carried forward | 21,593.82 | | | 21,593.82 |