

FYLDE COAST ADVICE AND LEGAL CENTRE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2021

FYLDE COAST ADVICE AND LEGAL CENTRE

YEAR ENDED 30TH JUNE 2021

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FYLDE COAST ADVICE AND LEGAL CENTRE

TRUSTEES ANNUAL REPORT

YEAR ENDED 30TH JUNE 2021

Report of the trustees for the year ending 30 June 2021

The trustees, present the annual report together with the financial statements and independent examiner's report of the charity for the year ended 30th June 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered name: Fylde Coast Advice and Legal Centre
Charity number: 1172655
Principal office: 299 Church Street, Blackpool FY1 3PF

Trustees

The trustees manage the charity on a day to day basis.

The trustees serving the charity are as follows:

Ms Carole Leary	Trustee and Chair
Ms Jodie Trembles	Trustee and Treasurer
Ms Amanda Williamson	Trustee
Rev Richard Cartmell	Trustee
Ms Angela Brooke-Steel	Trustee
Mrs Deborah Heywood	Trustee
Mr Paul Greateorex	Trustee
Mr Kendrick Fowler	Trustee
Mr John Blott	Trustee
Ms Holly Swales	Trustee

Public benefit

The trustees have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a Charitable Incorporated Organisation and is governed by its Constitution, dated 20th April 2017, which sets out the objects and powers of the charity.

Recruitment and appointment of trustees and members

At the AGM of the CIO, members of the organisation can nominate persons to stand for election as a Trustee. To keep consistency, one third of Trustees are re-elected at each AGM. The Trustees have power to co-opt prospective Trustees between AGMs and are invited to serve as Trustees by the executive committee based on their expression of interest in the objects of the charity. They are then voted on by the Trustees at a meeting.

FYLDE COAST ADVICE AND LEGAL CENTRE

TRUSTEES ANNUAL REPORT

YEAR ENDED 30TH JUNE 2021

OBJECTIVES AND ACTIVITIES

The objects and principal activities of the charity are:

a) to relieve poor persons in the boroughs of Blackpool, Fylde and Wyre and in the cities of Lancaster and Preston (the designated area) by providing such persons with legal services which they could not otherwise obtain through the lack of means

b) the advancement of education among persons resident or working in the designated area

ACHIEVEMENTS, PERFORMANCE AND PLANS FOR FUTURE PERIODS

Throughout the year ended 30th June 2021, the centre has continued to obtain work referred to us by a number of sources, which includes statutory agencies, voluntary and charitable organisations. Enquiries and case work have also arisen from our website and from national organisations and their websites.

Work undertaken has consisted of housing cases; welfare benefits advice and appeals; employment cases including discrimination and unfair dismissal; and bankruptcy issues, to name just a few.

We deal with cases which can seem small issues, but nevertheless, they are important to the individual. right through to larger cases, where the papers spread over numerous lever arch files.

We also deal with cases where a person's liberty is at stake. This is usually in relation to breaches of injunctions where the county court can find them in contempt if they have breached the order and send them to prison. Every person has a right to representation in such a case.

Throughout the year ended 30th June 2021, the charity continued to be impacted by the Covid-19 pandemic, with Blackpool and the Fylde Coast falling within areas of the country subjected to various local lockdowns and tier 3 restrictions.

With ongoing restrictions on face to face meetings at various times throughout the year, much of the work ongoing continued to be undertaken by telephone and online virtual meetings, with the ongoing difficulties of continued lack of access to these facilities faced by many service users.

One of the breaks in between lockdowns saw the charity move to improved and larger premises where it was possible to put additional measures in place to facilitate client meetings whilst complying with the coronavirus restrictions.

The charity was fortunate to obtain funding from The National Lottery, AB Charitable Trust, Comic Relief and the Community Justice Fund during the year to enable the charity to continue and expend on the much needed services in the area.

The work done by the charity volunteers and staff is essential to the operation of the charity and their services are very much appreciated by the trustees and all involved in the charity.

FINANCIAL REVIEW

The results for the year and the charity's financial position at the end of the year are shown in the attached financial statements.

Incoming resources for the year ended 30th June 2021 totalled £142,546.

Overall expenditure in the year amounted to £137,504, resulting in a surplus position of £5,042 for the year ended 30th June 2021.

FYLDE COAST ADVICE AND LEGAL CENTRE

TRUSTEES ANNUAL REPORT

YEAR ENDED 30TH JUNE 2021

Reserves carried forward at the year end date stand at £13,520, being general unrestricted reserves, of which £9,406 relates to fixed assets and £4,114 are free unrestricted reserves.

Reserves policy

The charity aims to increase reserves to approximately 6 month's expenditure in the region of £65,000, to enable the Charity to remain operational should there be an unexpected fall in grants and donations received or any other unforeseen circumstance.

RESPONSIBILITIES OF THE TRUSTEES

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

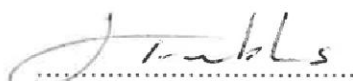
The law applicable to charities requires the charity trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing the 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 charity 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 applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees 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.

Approved by the trustees of the charity on 17th October 2022 and signed on its behalf by:



Miss J Trembles
Treasurer

FYLDE COAST ADVICE AND LEGAL CENTRE
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDED 30TH JUNE 2021

We report on the accounts of the charity for the year ended 30th June 2021, which are set out on pages 5 to 7.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention.

Basis of Independent Examiner's Report

Our examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with our examination, no matters have come to our attention

- 1 Which would give us reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**67 Badgers Walk East
Lytham
FY8 4BS**

**Alexander Murgatroyd

17th October 2022**

FYLDE COAST ADVICE AND LEGAL CENTRE

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 30TH JUNE 2021

	National Lottery £	AB Charitable Trust £	Comic Relief £	Total restricted funds £	Unrestricted funds £	2021 Total funds £	2020 Total funds £
Receipts:							
Grants received	45,501	15,000	1,000	61,501	76,655	138,156	43,125
Donations				-	3,706	3,706	8,049
Services				-	-	-	1,359
Other income				-	684	684	-
Total receipts	45,501	15,000	1,000	61,501	81,045	142,546	52,533
Payments:							
Wages	24,176	15,000		39,176	35,954	75,130	23,751
Training, consultancy and reference materials	4,540			4,540	4,455	8,995	673
Travel and accommodation	54			54	223	277	1,169
Advertising				-	3,233	3,233	-
Computer expenses	375		1,000	1,375	2,527	3,902	1,453
Printing, stationery and postage				-	2,211	2,211	149
General admin expenses	1,500			1,500	4,152	5,652	1,889
Rent	9,500			9,500	1,800	11,300	3,300
Heat, light and water	74			74	1,043	1,117	462
Repairs	1,200			1,200	6,161	7,361	408
Telephone	360			360	1,709	2,069	970
Insurance	1,200			1,200	1,393	2,593	2,051
Professional services and memberships	2,462			2,462	9,274	11,736	7,866
Bank Charges	60			60	380	440	151
Bookkeeping				-	1,488	1,488	1,688
Total payments	45,501	15,000	1,000	61,501	76,003	137,504	45,980
Net of receipts / (payments)	-	-	-	-	5,042	5,042	6,553
Funds brought forward	-	-	-	-	8,478	8,478	1,925
Funds carried forward	-	-	-	-	13,520	13,520	8,478


FYLDE COAST ADVICE AND LEGAL CENTRE

BALANCE SHEET

YEAR ENDED 30TH JUNE 2021

2020		2021
£		£
	Fixed assets	
335	Fixtures and fittings	335
<u>2,095</u>	Office equipment	<u>9,071</u>
2,430		9,406
	Current assets	
161	Vat debtor	-
4,480	Other debtors	939
<u>1,407</u>	Cash at bank and in hand	<u>3,175</u>
6,048		4,114
<u><u>8,478</u></u>	Total assests less current liabilities	<u><u>13,520</u></u>
	Represented by:	
8,478	General fund	13,520
<u><u>8,478</u></u>		<u><u>13,520</u></u>

These financial statements were approved by the board of trustees on 17th October 2022
and are signed on their behalf by:


Miss J Trembles
Treasurer

FYLDE COAST ADVICE AND LEGAL CENTRE
NOTES TO THE INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 30TH JUNE 2021

1 Accounting policies

The accounting policies adopted are regularly reviewed to ensure that they remain the most appropriate for the circumstances of this Charitable Incorporated Organisation.

The financial statements have been prepared on a receipts and payments basis, under the historical cost convention.

Income is recognised when it is actually received.

Expenditure is recognised when it is paid.

2 Grants received

Grants received during the year were:

	2021	2020
		£
The Legal Education Foundation	-	15,000
The AB Charitable Trust	15,000	15,000
Blackpool Borough Council: Covid-19 grant	-	10,000
National Lottery	45,501	-
Comic Relief	1,000	-
Access to Justice Fund	76,655	-
Other grants received	-	3,125
	<u>138,156</u>	<u>43,125</u>

3 Trustees expenses

No amounts were paid to Trustees during the year.