

# SUFFOLK LAW CENTRE

England & Wales · Charity number 1176229

## Details

|             |                                                         |
|-------------|---------------------------------------------------------|
| Other names | SUFFOLK LAW CENTRE STEERING GROUP                       |
| Status      | Registered                                              |
| Legal form  | CIO                                                     |
| Registered  | 2017-12-12                                              |
| Register    | <a href="#">View on the Charity Commission register</a> |

## Contact

|         |                                                                                    |
|---------|------------------------------------------------------------------------------------|
| Address | Suffolk Law Centre<br>19 Tower Street<br>Ipswich<br>Suffolk<br>IP1 3BE             |
| Phone   | 01473526711                                                                        |
| Email   | <a href="mailto:office@suffolklawcentre.org.uk">office@suffolklawcentre.org.uk</a> |
| Website | <a href="https://suffolklawcentre.org.uk/">https://suffolklawcentre.org.uk/</a>    |

## Activities

**Objects:** THE RELIEF OF POVERTY, SUFFERING AND DISTRESS AND THE ADVANCEMENT OF EDUCATION AMONG PEOPLE LIVING OR WORKING IN SUFFOLK AND EAST ANGLIA GENERALLY AND SUCH OTHER PLACES AS THE TRUSTEES SHALL DETERMINE (INCLUDING WITHIN HER MAJESTY'S PRISONS), BY THE PROVISION OF LEGAL ADVICE, ASSISTANCE, REPRESENTATION AND INFORMATION WHICH THEY COULD NOT OTHERWISE AFFORD THROUGH LACK OF MEANS.

**Activities:** To provide legal services to help the diverse communities of Suffolk to gain equal access to justice, to challenge disadvantage and inequality, and to understand their legal rights, obligations and protections.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** The General Public/mankind

## Geography

- Cambridgeshire
- Essex
- Norfolk
- Suffolk

## Finances

| Period end | Income   | Expenditure | Assets   | Employees |
|------------|----------|-------------|----------|-----------|
| 2025-03-31 | £328,274 | £413,241    | -        | -         |
| 2024-03-31 | £532,049 | £407,871    | £392,929 | 16        |
| 2023-03-31 | £476,815 | £523,504    | -        | -         |
| 2022-03-31 | £454,777 | £503,749    | -        | -         |
| 2021-03-31 | £575,760 | £451,009    | £364,412 | 15        |

## Trustees

| Name                                  | Role  | Appointed  |
|---------------------------------------|-------|------------|
| <b>Professor Gareth Howell Thomas</b> | Chair | 2023-04-18 |
| Andrew James Donnelly                 |       | 2024-12-10 |
| Carole Ann Parry-Jones LLB Hons       |       | 2023-04-18 |
| Codrutza Oros-Marsh                   |       | 2025-12-19 |
| Dr James Sandbach                     |       | 2023-04-18 |
| Jemma Anne Jones                      |       | 2023-04-18 |
| Monica Ruth Kurnatowska               |       | 2023-04-18 |
| Samantha Jane Katheryn Gallagher      |       | 2023-04-18 |
| Stevan Harry Stratton                 |       | 2023-04-18 |

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# Accounts

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**CHARITY REGISTRATION NUMBER: 1176229**

**Suffolk Law Centre**  
**Unaudited independently examined accounts**  
**31 March 2025**

**Suffolk Law Centre**

**Financial statements**

**Year ended 31 March 2025**

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# Suffolk Law Centre

## Trustees' annual report

### Year ended 31 March 2025

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, 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 published in October 2019.

#### Reference and administrative details

|                                    |                                                                            |
|------------------------------------|----------------------------------------------------------------------------|
| <b>Registered charity name</b>     | Suffolk Law Centre                                                         |
| <b>Charity registration number</b> | 1176229                                                                    |
| <b>Principal office</b>            | 46A St. Matthews Street<br>Ipswich<br>Suffolk<br>IP1 3EP<br>United Kingdom |

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

Professor G Thomas (Chair)  
C Parry-Jones LLB Hons (Vice Chair)  
A Donnelly (Appointed 10/12/2024)  
S Gallagher  
J Jones  
M Kurnatowska  
Dr J Sandbach  
S Stratton  
P Burton (Resigned 13/08/2024)  
J Chimes (Resigned 15/05/2024)

|                          |                                                                                                                                                   |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Senior Management</b> | A Ludwig (Director of Legal Services, Resigned 25/10/2024)<br>S Steward (Practice Director)<br>S Wardell (Director of Operations and Development) |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|

|                          |           |
|--------------------------|-----------|
| <b>Charity Secretary</b> | S Steward |
|--------------------------|-----------|

|                             |                                                                                                                                               |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Independent examiner</b> | A Robinson FCA<br>Lovewell Blake LLP<br>Chartered accountants<br>First Floor Suite<br>2 Hillside Business Park<br>Bury St Edmunds<br>IP32 7EA |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|

# **Suffolk Law Centre**

## **Trustees' annual report** *(continued)*

**Year ended 31 March 2025**

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### **Objectives and activities**

Suffolk Law Centre strives for a just and equal society where everyone's rights are valued and protected. We do this by providing legal support, services, information and education to the diverse communities of Suffolk and across East Anglia (and beyond).

As a registered charity it is our purpose to alleviate poverty and to improve access to services. Our goal is to empower the people of Suffolk to understand and assert their legal rights. Equality runs as a core through everything we do.

### **Our Activities:**

We aim to provide legal services to help the diverse communities of Suffolk and to a lesser extent across East Anglia (and beyond):

- To gain equal access to justice
- Challenge disadvantage and inequality, and
- To understand their legal rights, obligations and protections

### **Our Charitable Objects:**

The relief of poverty, suffering and distress and the advancement of education among people living or working in Suffolk and East Anglia generally and such other places as the Trustees shall determine (including within her Majesty's Prisons), by the provision of Legal Advice and Assistance, Representation and Information which they could not otherwise afford through lack of means.

### **Public Benefit**

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commissions guidance on public benefit when setting the objectives for the year.

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011.

# Suffolk Law Centre

## Trustees' annual report *(continued)*

### Year ended 31 March 2025

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#### Achievements and performance

##### Our Workstreams

##### 1. Discrimination (Legal Aid):

The team offer legal advice to people who have experienced discrimination at work or accessing goods/services.

The team provided expert legal advice and casework to **35 new clients** in 2024-25.

Of these, **12** were under our **Discrimination Legal Aid contract** (funded by the Legal Aid Agency - LAA).

##### Discrimination (Projects/Pro Bono):

Our grant-funded projects enable us to extend and develop services in partnership with other services, and to but are not in scope or eligible for Legal Aid. This included, the following in 24-25:

- **Baring Foundation/Law Centres Network** (Years 2/3 of a 3-year grant from Feb. '23). Continuing our partnership project to develop a Hub to enable Neurodivergent young people to **Join, Stay and Thrive** in employment. Outputs included working with community partner Disability Advice and Welfare Network (DAWN) to co-produce the Education Leavers Passport,
- **Bell Foundation** (Years 1/2 of 3-year grant from Dec. '23): Continuing this grant-funded partnership with our founding charity ISCRE, our **Suffolk Access to Justice** project identifies ways to make social welfare legal advice more accessible to marginalised EAL communities, particularly Roma. Working with community partner Ipswich Romanian Community (IRC), **12 clients** were assisted with legal advice and casework.

##### 2. Police Complaints Work:

Our Discrimination Caseworker specialises in complaints against the police.

In 2024-25, she dealt with **16 cases** relating to complaints against the police, of which **7 were new cases**. Of the total number of cases, **13** went to the **Independent Office for Police Complaints (IOPC)**; of these **9 were upheld** during 2024-25.

##### 3. Family Legal Advice and Casework (FLAC) team:

The team provide expert legal advice to people making an application to the Family Court in Private Children matters.

Over the range of services offered in **2024-25**:

- **Family Support Clinic**: offer weekly appointments with the generous support of legal volunteers advised **141 clients** during the year.
- Our **Family casework service** was able to provide on-going advice and casework support to 86 clients dealing with complex legal matters, **20** of whom were new clients.
- Family Helpdesk at Ipswich Magistrates Court, delivered by legal volunteers and staff, gave information and guidance to **110 litigants** in person.

The work of the Family team is funded by **Suffolk County Council** under its Violence Against Women and Girls Strategy (Year 3 of 3-year grant) and the Legal Education Foundation (Year 1/2 of a 3-year grant from February 2024).

## Suffolk Law Centre

### Trustees' annual report *(continued)*

#### Year ended 31 March 2025

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##### 4. Housing:

The team provide a Housing legal advice and casework service to help prevent people from losing their home.

The team provided Housing legal advice and casework to **59 new clients in 2024-25**.

- **42 clients** were assisted via a **Housing Court Duty** service at Bury St. Edmunds Court; of these, 37 were funded under **Housing Loss Prevention Advice Service (HLPAS)** which Suffolk Law Centre delivered as a local agent of Wiltshire Law Centre under their contract.
- We have run a telephone housing legal advice clinic for clients of Lighthouse Women's Aid, advising **16 clients**.

In February 2024, we were successful in securing new grant funding from TLEF for a further 3-years to help rebuild our Housing legal advice and casework capacity. We continued to be supported by our locum Housing Supervisor on a consultancy basis for the Legal Aid clients retained under our previous Housing Legal Aid contract.

##### 5. Legal Advice Clinics (LAC):

With the generous assistance of over **25 legal volunteers** from local and national law firms, we provided free initial legal advice through 8 specialist law clinics - Discrimination, Employment, Family (divorce), Housing (property), Immigration, Personal injury, Wills & probate, as well as a General law clinic. To ensure good reach across the whole of Suffolk, we have continued to offer clinics by phone, or email, with interpreters where required.

Our legal volunteers advised **320 clients**.

##### 6. Reception and Triage:

Our Reception and Triage service was very busy over 2024-25, responding to **2031 initial enquiries**. Where enquiries cannot be directly assisted by one of our advice & casework teams, we try to signpost and offer information to help resolve issues.

##### 7. Legal Triage:

As part of our triage of enquiries, clients identified as having clustered or complex legal advice issues are supported by a 'wraparound' service to enable them to find the right advice and to better understand and benefit from that advice. **183 clients** were supported through **Legal Triage** in 2024-25. This service has been funded by Ipswich Borough Council.

# **Suffolk Law Centre**

## **Trustees' annual report** *(continued)*

### **Year ended 31 March 2025**

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#### **Financial review**

The charity continues to be dependent on grant funding to achieve its objectives. In the year under review the trustees are grateful to all those funders. The support from these organisations has ensured that Suffolk Law Centre continues to exist and to deliver services to the most vulnerable people of Suffolk. Additionally, we are very thankful to those individuals and organisations that have generously supported our work through donations.

Further information about our income and expenditure is set out in the Statement of Financial Activities and supporting notes.

Any cash resources not immediately required are held in bank and building society deposits under powers contained in the memorandum and articles of association and as at the year end date, cash balances amounted to £370,294 (2024: £422,983).

Income has decreased in the year to £328,274 (2024: £532,049), with expenditure increasing slightly to £413,241 (2024: £407,871) resulting in a net deficit of £84,967 (2024: net income of £124,178) for the year.

#### **Reserves policy**

The trustees actively review the reserves available on a regular basis and given the general uncertainty surrounding funding and project income aim to maintain reserves equivalent to approximately £130,000 (2024: £130,000). This figure is based on a 3 month (formerly 6 month) expected level of expenditure moving forward. This level of reserves takes into account existing and future commitments and has increased compared to the year ended 31 March 2024, where a reserves policy of £130,000 would equate to 3-4 months of cost.

At the 31 March 2025, the free reserves held for general purposes amounted to £62,046 (2024: £110,907). The trustees will look to increase excess funds to the reserve target over the coming year.

# Suffolk Law Centre

## Trustees' annual report *(continued)*

### Year ended 31 March 2025

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#### Structure, governance and management

Suffolk Law Centre is a Charitable Incorporated Organisation and a charity registered in effect from 12 December 2017. The charity is constituted and governed by trustees under the terms of its memorandum and articles of association.

The current board of trustees and the changes which have occurred since the previous annual report are as stated in the reference and administrative details of these accounts.

#### Recruitment and appointment of new trustees

New trustees are invited to attend a meeting with the Chairman and the trustees to familiarise themselves with the charity and the context within which it operates.

Our policy for appointing new trustees is to search out people who have skills and characteristics that will be beneficial to the charity. On appointment the trustees receive a copy of the governing documents and Charity Commission trustee documents. New trustees are briefed on the background and work of the charity and future aims.

#### Risk management

The trustees have identified the major risks facing the charity and have assessed their potential impact. Appropriate systems have been established to monitor and manage these risks.

The Board of Trustees follows the Charity Commissions guidance 'Charities and risk management in identifying and weighting risks.

#### True and fair override

The financial statements have been prepared to give a 'true and fair' view and 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 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

#### Independent examiner reappointment

A resolution to appoint A Robinson FCA of Lovewell Blake LLP as independent examiner will be proposed at the next Annual General Meeting.

The trustees' annual report was approved on 26/11/2025 and signed on behalf of the board of trustees by:



Professor G Thomas (Chair)  
Trustee

## **Suffolk Law Centre**

### **Independent examiner's report to the trustees of Suffolk Law Centre**

#### **Year ended 31 March 2025**

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I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 March 2025 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes.

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

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 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**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 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.

## Suffolk Law Centre

### Independent examiner's report to the trustees of Suffolk Law Centre *(continued)*

#### Year ended 31 March 2025

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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.

Your attention is drawn to the fact that the Charity has prepared the accounts (financial statements) 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) 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 since been withdrawn.

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

*Abigail Robinson*

A Robinson FCA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA  
27/11/2025

# Suffolk Law Centre

## Statement of financial activities

Year ended 31 March 2025

|                                                           |      | Unrestricted<br>funds | 2025<br>Restricted<br>funds | Total funds     | 2024<br>Total funds |
|-----------------------------------------------------------|------|-----------------------|-----------------------------|-----------------|---------------------|
|                                                           | Note | £                     | £                           | £               | £                   |
| <b>Income and endowments</b>                              |      |                       |                             |                 |                     |
| Donations, grants and legacies                            | 4    | 37,695                | 260,344                     | 298,039         | 483,369             |
| Charitable activities                                     | 5    | 30,235                | —                           | 30,235          | 48,680              |
| <b>Total income</b>                                       |      | <u>67,930</u>         | <u>260,344</u>              | <u>328,274</u>  | <u>532,049</u>      |
| <b>Expenditure</b>                                        |      |                       |                             |                 |                     |
| Charitable activities                                     | 6    | 108,603               | 304,638                     | 413,241         | 407,871             |
| <b>Total expenditure</b>                                  |      | <u>108,603</u>        | <u>304,638</u>              | <u>413,241</u>  | <u>407,871</u>      |
|                                                           |      |                       |                             |                 |                     |
| <b>Net (expenditure)/income and net movement in funds</b> |      | <u>(40,673)</u>       | <u>(44,294)</u>             | <u>(84,967)</u> | <u>124,178</u>      |
|                                                           |      |                       |                             |                 |                     |
| <b>Reconciliation of funds</b>                            |      |                       |                             |                 |                     |
| Total funds brought forward                               |      | 146,427               | 246,502                     | 392,929         | 268,751             |
| <b>Total funds carried forward</b>                        |      | <u>105,754</u>        | <u>202,208</u>              | <u>307,962</u>  | <u>392,929</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 12 to 22 form part of these financial statements.

# Suffolk Law Centre

## Balance sheet

31 March 2025

|                                                       | Note | 2025<br>£       | £              | 2024<br>£       | £              |
|-------------------------------------------------------|------|-----------------|----------------|-----------------|----------------|
| <b>Fixed assets</b>                                   |      |                 |                |                 |                |
| Tangible fixed assets                                 | 10   |                 | 737            |                 | 1,705          |
| <b>Current assets</b>                                 |      |                 |                |                 |                |
| Debtors                                               | 11   | 6,023           |                | 25,566          |                |
| Cash at bank and in hand                              |      | 370,294         |                | 422,983         |                |
|                                                       |      | <u>376,317</u>  |                | <u>448,549</u>  |                |
| <b>Creditors: Amounts falling due within one year</b> | 12   | <u>(69,092)</u> |                | <u>(57,325)</u> |                |
| <b>Net current assets</b>                             |      |                 | 307,225        |                 | 391,224        |
| <b>Total assets less current liabilities</b>          |      |                 | 307,962        |                 | 392,929        |
| <b>Net assets</b>                                     |      |                 | <u>307,962</u> |                 | <u>392,929</u> |
| <b>Funds of the charity</b>                           |      |                 |                |                 |                |
| Restricted funds                                      |      |                 | 202,208        |                 | 246,502        |
| Unrestricted funds                                    |      |                 | 105,754        |                 | 146,427        |
| <b>Total charity funds</b>                            | 13   |                 | <u>307,962</u> |                 | <u>392,929</u> |

These financial statements were approved by the board of trustees and authorised for issue on 26/11/2025, and are signed on behalf of the board by:

*Gareth Thomas*

Professor G Thomas (Chair)  
Trustee

The notes on pages 12 to 22 form part of these financial statements.

# Suffolk Law Centre

## Statement of cash flows

Year ended 31 March 2025

|                                                             | 2025<br>£ | 2024<br>£ |
|-------------------------------------------------------------|-----------|-----------|
| <b>Cash flows from operating activities</b>                 |           |           |
| Net (expenditure)/income                                    | (84,967)  | 124,178   |
| <i>Adjustments for:</i>                                     |           |           |
| Depreciation of tangible fixed assets                       | 968       | 4,157     |
| <i>Changes in:</i>                                          |           |           |
| Trade and other debtors                                     | 19,543    | (11,237)  |
| Trade and other creditors                                   | 11,767    | (10,255)  |
| Cash generated from operations                              | (52,689)  | 106,843   |
| Net cash (used in)/from operating activities                | (52,689)  | 106,843   |
| <b>Cash flows from investing activities</b>                 |           |           |
| Purchase of tangible assets                                 | —         | (1,367)   |
| Net cash used in investing activities                       | —         | (1,367)   |
| <b>Net (decrease)/increase in cash and cash equivalents</b> | (52,689)  | 105,476   |
| <b>Cash and cash equivalents at beginning of year</b>       | 422,983   | 317,507   |
| <b>Cash and cash equivalents at end of year</b>             | 370,294   | 422,983   |

The notes on pages 12 to 22 form part of these financial statements.

# Suffolk Law Centre

## Notes to the financial statements

### Year ended 31 March 2025

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#### 1. General information

The charity is a registered Charitable Incorporated Organisation in England and Wales. The address of the principal and operating office is 46A St. Matthews Street, Ipswich, Suffolk, IP1 3EP, United Kingdom.

#### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and 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 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### Going concern

The accounts have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient for the charity to be able to continue as a going concern.

##### Income tax

As a registered charity, the activities are exempt from United Kingdom Income and Corporation taxation, provided that the income is applied to charitable purposes.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2025

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#### 3. Accounting policies *(continued)*

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- Income from grants and contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Operating leases

The lease payments are for rent and recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

##### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Computer equipment                      -      33% straight line

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2025

#### 3. Accounting policies *(continued)*

##### Financial instruments

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

#### 4. Donations, grants and legacies

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2025<br>£ |
|------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b> |                            |                          |                          |
| Donations        | 15,505                     | –                        | 15,505                   |
| <b>Grants</b>    |                            |                          |                          |
| Grants           | 22,190                     | 260,344                  | 282,534                  |
|                  | <u>37,695</u>              | <u>260,344</u>           | <u>298,039</u>           |
|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
| <b>Donations</b> |                            |                          |                          |
| Donations        | 23,126                     | 1,100                    | 24,226                   |
| <b>Grants</b>    |                            |                          |                          |
| Grants           | 24,700                     | 434,443                  | 459,143                  |
|                  | <u>47,826</u>              | <u>435,543</u>           | <u>483,369</u>           |

Suffolk Law Centre

Notes to the financial statements *(continued)*

Year ended 31 March 2025

4. Donations, grants and legacies *(continued)*

| Analysis of grant income        | Total 2025<br>£ | Total 2024<br>£ |
|---------------------------------|-----------------|-----------------|
| <b>Restricted</b>               |                 |                 |
| Access to Justice Foundation    | 84,100          | 109,350         |
| The National Lottery Foundation | –               | 68,970          |
| The Legal Education Foundation  | 58,000          | 128,486         |
| The Bell Foundation             | 43,009          | 12,900          |
| The Baring Foundation           | 42,525          | 41,865          |
| Tudor Trust                     | –               | 33,750          |
| Suffolk County Council          | 13,500          | 16,500          |
| Ipswich Borough Council         | 12,900          | 16,142          |
| Other grants received           | 6,310           | 6,480           |
|                                 | <u>260,344</u>  | <u>434,443</u>  |
| <b>Unrestricted</b>             |                 |                 |
| AB Charitable Trust             | 22,000          | 22,000          |
| Other unrestricted grants       | 190             | 2,700           |
|                                 | <u>22,190</u>   | <u>24,700</u>   |

5. Charitable activities

|           | Unrestricted<br>Funds<br>£ | Total Funds<br>2025<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|-----------|----------------------------|--------------------------|----------------------------|--------------------------|
| Legal aid | <u>30,235</u>              | <u>30,235</u>            | <u>48,680</u>              | <u>48,680</u>            |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2025

#### 6. Expenditure on charitable activities

|               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2025<br>£ |
|---------------|----------------------------|--------------------------|--------------------------|
| Staff costs   | 36,125                     | 295,835                  | 331,960                  |
| Support costs | 72,478                     | 8,803                    | 81,281                   |
|               | <u>108,603</u>             | <u>304,638</u>           | <u>413,241</u>           |

|               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|---------------|----------------------------|--------------------------|--------------------------|
| Staff costs   | 50,376                     | 270,405                  | 320,781                  |
| Support costs | 62,897                     | 24,193                   | 87,090                   |
|               | <u>113,273</u>             | <u>294,598</u>           | <u>407,871</u>           |

#### Analysis of support costs

|                              | 2025<br>£     | 2024<br>£     |
|------------------------------|---------------|---------------|
| Project costs                | 23,452        | 27,315        |
| Office costs                 | 30,629        | 29,051        |
| Rent                         | 2,013         | 9,615         |
| Insurance                    | 3,068         | 2,461         |
| Travel costs                 | 592           | 843           |
| Depreciation                 | 968           | 4,157         |
| Legal and professional costs | 17,049        | 11,338        |
| Independent examination fees | 3,510         | 2,310         |
|                              | <u>81,281</u> | <u>87,090</u> |

#### 7. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

|                                       | 2025<br>£  | 2024<br>£    |
|---------------------------------------|------------|--------------|
| Depreciation of tangible fixed assets | <u>968</u> | <u>4,157</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2025

#### 8. Staff costs

The total staff costs and employee benefit for the reporting period are analysed as follows:

|                       | 2025           | 2024           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 303,858        | 301,573        |
| Social security costs | 22,526         | 18,390         |
| Pension costs         | 5,576          | 819            |
|                       | <u>331,960</u> | <u>320,782</u> |

Wages and salaries include all social security costs, pension costs and training expenses.

The average head count of employees during the year was 14 (2024: 14).

No employee received employee benefits of more than £60,000 during the year (2024: Nil).

The key management personnel of the charity comprise the trustees and senior management team as listed on the reference and administration details page of these accounts. The total value of remuneration and benefits received by Key Management Personnel was £85,354 (2024: £85,003).

#### 9. Trustee remuneration and expenses

No trustees received any remuneration or reimbursed expenses during this or the prior year.

#### 10. Tangible fixed assets

|                                   | Computer equipment<br>£ |
|-----------------------------------|-------------------------|
| <b>Cost</b>                       |                         |
| At 1 April 2024 and 31 March 2025 | <u>18,068</u>           |
| <b>Depreciation</b>               |                         |
| At 1 April 2024                   | 16,363                  |
| Charge for the year               | <u>968</u>              |
| <b>At 31 March 2025</b>           | <u>17,331</u>           |
| <b>Carrying amount</b>            |                         |
| At 31 March 2025                  | <u>737</u>              |
| At 31 March 2024                  | <u>1,705</u>            |

#### 11. Debtors

|                                | 2025         | 2024          |
|--------------------------------|--------------|---------------|
|                                | £            | £             |
| Trade debtors                  | 272          | 12,695        |
| Prepayments and accrued income | <u>5,751</u> | <u>12,871</u> |
|                                | <u>6,023</u> | <u>25,566</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2025

#### 12. Creditors: Amounts falling due within one year

|                              | 2025<br>£     | 2024<br>£     |
|------------------------------|---------------|---------------|
| Trade creditors              | 65,792        | 55,015        |
| Accruals and deferred income | 3,300         | 2,310         |
|                              | <u>69,092</u> | <u>57,325</u> |

#### 13. Analysis of charitable funds

##### Year ended 31 March 2025

##### Restricted funds

|                                           | At 1 Apr 2024<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>£ | At 31 Mar<br>2025<br>£ |
|-------------------------------------------|--------------------|----------------|------------------|----------------|------------------------|
| Awards for all                            | 3,196              | –              | (3,196)          | –              | –                      |
| LCN/Barings Foundation Hub Project        | 21,731             | 42,525         | (41,245)         | –              | 23,011                 |
| Tudor Trust Legal Advice Clinic           | 19,782             | –              | (19,782)         | –              | –                      |
| The Bell Foundation                       | 8,768              | 43,009         | (25,440)         | –              | 26,337                 |
| SCC Violence Against Women & Girls        | 18,591             | 13,500         | (15,045)         | –              | 17,046                 |
| IBC Community Grant                       | 2,208              | 12,900         | (14,662)         | –              | 446                    |
| SCF Breakthrough Fund                     | 4,578              | –              | (1,934)          | –              | 2,644                  |
| ATJF - Improving Lives Through Advice     | 84,100             | 84,100         | (82,240)         | –              | 85,960                 |
| TLEF LTS                                  | 83,548             | 58,000         | (96,896)         | –              | 44,652                 |
| Supporting Social Justice Solicitors Fund | –                  | 4,000          | (1,888)          | –              | 2,112                  |
| Hardship Spring 2025                      | –                  | 2,310          | (2,310)          | –              | –                      |
|                                           | <u>246,502</u>     | <u>260,344</u> | <u>(304,638)</u> | <u>–</u>       | <u>202,208</u>         |

##### Designated funds

|                            |               |               |                 |          |               |
|----------------------------|---------------|---------------|-----------------|----------|---------------|
| AB Charitable Trust        | 5,648         | 22,000        | (20,589)        | –        | 7,059         |
| Legal Aid - Discrimination | 11,417        | 8,472         | (4,375)         | –        | 15,514        |
| Legal Aid - Housing        | 17,380        | 20,763        | (17,008)        | –        | 21,135        |
| Tudor Trust Staff Welfare  | 1,075         | –             | (1,075)         | –        | –             |
|                            | <u>35,520</u> | <u>51,235</u> | <u>(43,047)</u> | <u>–</u> | <u>43,708</u> |

##### Unrestricted funds

|              |                |               |                 |          |               |
|--------------|----------------|---------------|-----------------|----------|---------------|
| General Fund | <u>110,907</u> | <u>16,695</u> | <u>(65,556)</u> | <u>–</u> | <u>62,046</u> |
|--------------|----------------|---------------|-----------------|----------|---------------|

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2025

#### Year ended 31 March 2024

##### Restricted funds

|                                               | At 1 Apr 2023  | Income         | Expenditure      | Transfers      | At 31 Mar 2024 |
|-----------------------------------------------|----------------|----------------|------------------|----------------|----------------|
|                                               | £              | £              | £                | £              | £              |
| Allen & Overy                                 | 1,041          | –              | (1,041)          | –              | –              |
| Awards for all                                | 7,737          | –              | (4,541)          | –              | 3,196          |
| Essex Community Foundation                    | 3,797          | –              | (3,797)          | –              | –              |
| EU Settlement Scheme                          | (244)          | 2,445          | (2,201)          | –              | –              |
| Grow Your Own (Stronger Sector)               | 46,398         | 13,750         | (60,148)         | –              | –              |
| Help Accessing Legal Support (HALS)           | 10,025         | 25,250         | (35,275)         | –              | –              |
| Justice First Fellowship 2022-24              | (368)          | 26,736         | (26,368)         | –              | –              |
| LCN/Barings Foundation Hub Project            | 10,000         | 40,400         | (28,669)         | –              | 21,731         |
| Tudor Trust Legal Advice Clinic               | 6,688          | 33,750         | (20,656)         | –              | 19,782         |
| Legal Support for Litigants in Person (LSLiP) | 322            | –              | (322)            | –              | –              |
| Suffolk Hardship Fund                         | –              | 500            | (500)            | –              | –              |
| Talking Discrimination in the East            | 161            | –              | (161)            | –              | –              |
| The Bell Foundation                           | –              | 16,142         | (7,374)          | –              | 8,768          |
| SCC Violence against Women & Girls            | 20,000         | 16,500         | (17,909)         | –              | 18,591         |
| IBC Community Grant                           | –              | 12,900         | (10,692)         | –              | 2,208          |
| SCF Breakthrough Fund                         | –              | 5,500          | (922)            | –              | 4,578          |
| National Lottery CoL 2023-24 (NL CoL1)        | –              | 34,132         | (34,132)         | –              | –              |
| National Lottery CoL 2023-24 (NL CoL2)        | –              | 34,838         | (34,838)         | –              | –              |
| ATJF ILTA                                     | –              | 84,100         | –                | –              | 84,100         |
| TLEF LTS                                      | –              | 88,000         | (4,452)          | –              | 83,548         |
| 500 Suffolk Reasons                           | –              | 600            | (600)            | –              | –              |
| Donations                                     | 5,073          | –              | –                | (5,073)        | –              |
|                                               | <u>110,630</u> | <u>435,543</u> | <u>(294,598)</u> | <u>(5,073)</u> | <u>246,502</u> |

##### Designated funds

|                            |              |               |                 |          |               |
|----------------------------|--------------|---------------|-----------------|----------|---------------|
| AB Charitable Trust        | 4,253        | 22,000        | (20,605)        | –        | 5,648         |
| Rope Trust Client          | –            | 380           | (380)           | –        | –             |
| Legal Aid - Discrimination | –            | 18,720        | (7,303)         | –        | 11,417        |
| Legal Aid - Housing        | –            | 29,960        | (12,580)        | –        | 17,380        |
| Tudor Trust Staff Welfare  | –            | 2,000         | (925)           | –        | 1,075         |
|                            | <u>4,253</u> | <u>73,060</u> | <u>(41,793)</u> | <u>–</u> | <u>35,520</u> |

##### Unrestricted funds

|              |                |               |                 |              |                |
|--------------|----------------|---------------|-----------------|--------------|----------------|
| General Fund | <u>153,868</u> | <u>23,446</u> | <u>(71,480)</u> | <u>5,073</u> | <u>110,907</u> |
|--------------|----------------|---------------|-----------------|--------------|----------------|

## **Suffolk Law Centre**

### **Notes to the financial statements** *(continued)*

#### **Year ended 31 March 2025**

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##### **Restricted fund purposes:**

- LCN/Baring (Disability Hub Project): Funding received to develop a HUB approach to support neuro-divergent young people to Join, Stay and Flourish in work.
- The Bell Foundation: Funding to support a partnership project with ISCRE to make our legal advice and casework services more accessible to Roma communities.
- SCC (Violence Against Women & Girls): Funding received to support the work of our Family Legal Advice and Casework team in their work with domestic abuse survivors.
- IBC Community Grant: Funding towards the Legal Triage service to support clients with clustered legal issues to resolve them.
- SCF Breakthrough Fund: Funding received to enable our caseworkers to help clients in poverty facing financial barriers to taking the next steps or benefitting from our advice.
- ATJF Improving Lives Through Advice: Core funding provided by The Access for Justice Foundation in association the National Lottery Community Foundation to support our specialist legal advice and casework to marginalised communities.
- TLEF LTS: Funding to help us to redevelop our Housing Law service and continue to build our Family Law service to be in a position to take up future Legal Aid contracts in both.
- Supporting Social Justice Solicitors Fund: Funding from The Access for Justice Foundation towards the training costs for aspiring social welfare solicitors.

##### **The following restricted projects have been completed in the current year:**

- Awards for all: Funding received for our Discrimination Team to support disabled people experiencing discrimination at work.
- Tudor Trust (Enquiries and Legal Advice Clinics): Funding to support us to deal effectively with all enquiries for legal advice and administer the volunteer led Legal Advice Clinics.
- Hardship Spring 2025: Funding from the Suffolk Community Foundation to support clients experiencing food and fuel poverty.

##### **The following restricted projects have been completed in the prior year:**

- Allen & Overy: Funding received to support the salary of our Discrimination Solicitor.
- Essex Community Foundation: Funding to support our Housing pro bono outreach work in North Essex.
- EU Settlement Scheme: Funded by the Home Office, a partnership with Norfolk Community Law Service, to fund and continue to provide advice and Level 1 EUSS support to EU/EEA citizens applying for settled status.
- The Legal Education Foundation (TLEF) - (Grow Your Own (Stronger Sector)): Flexible development grant enabling us to build capacity and develop in-house expertise to meet need and address legal advice deserts.
- Access To Justice Foundation (Help Accessing Legal Support (HALS)): Funding towards our work to support people facing clustered legal issues as litigants in person, including those in need of Family legal advice and casework.

## Suffolk Law Centre

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2025

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- The Legal Education Foundation (TLEF) (Justice First Fellowship 2022-24): Funding to pay for the post of Trainee Solicitor and supervision costs.
- Access to Justice Foundation and the Ministry of Justice (Legal Support for Litigants in Person (LSLiP)): Funding to provide early legal advice and casework support to litigants in person.
- Suffolk Community Foundation (Suffolk Hardship Fund): Funding to support clients experiencing food and fuel poverty.
- National Lottery Community Fund (Tackling Discrimination in the East): Funding to offer legal advice and casework in discrimination, including The 3 C's (Complain + Challenge = Change). A co-production project with community partners Ace Anglia and Autism Anglia to raise awareness of discrimination amongst people with learning disabilities and autism.
- National Lottery CoL 2023-24 (NL CoL1): Funding to support our core costs.
- National Lottery CoL 2023-24 (NL CoL2): Funding to support our core costs.
- 500 Suffolk Reasons: Funding received to support a Family client.
- Donations: Funding received to support the furtherance of the specific purposes set out by the fund provider.

#### **Designated fund purposes:**

- AB Charitable Trust: A fund that has been reviewed as unrestricted but designated towards the salary of the Practice Manager to support the ongoing development and running of Suffolk Law Centre.
- Legal Aid - Discrimination: A fund that has been reviewed as unrestricted but designated towards legal aid discrimination casework.
- Legal Aid - Housing: A fund that has been reviewed as unrestricted but designated towards legal aid housing casework.
- Tudor Trust Staff Welfare: A fund that has been reviewed as unrestricted but designated towards supporting staff welfare.

#### **The following designated projects have been completed in the prior year:**

- Rope Trust Client: A fund that has been reviewed as unrestricted but designated towards support for a client in need.

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2025

#### 14. Analysis of net assets between funds

31 March 2025

|                       | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|-----------------------|-----------------------|--------------------------|--------------------------|---------------------|
| Tangible fixed assets | 434                   | –                        | 303                      | 737                 |
| Current assets        | 61,612                | 43,708                   | 201,905                  | 679,480             |
| <b>Net Assets</b>     | <u>62,046</u>         | <u>43,708</u>            | <u>202,208</u>           | <u>680,217</u>      |

31 March 2024

|                       | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|-----------------------|-----------------------|--------------------------|--------------------------|---------------------|
| Tangible fixed assets | 1,100                 | –                        | 605                      | 1,705               |
| Current assets        | 109,807               | 35,520                   | 245,897                  | 391,224             |
| <b>Net Assets</b>     | <u>110,907</u>        | <u>35,520</u>            | <u>246,502</u>           | <u>392,929</u>      |

#### 15. Analysis of changes in net debt

|                          | At 1 Apr 2024<br>£ | Cash flows<br>£ | At<br>31 Mar 2025<br>£ |
|--------------------------|--------------------|-----------------|------------------------|
| Cash at bank and in hand | <u>422,983</u>     | <u>(52,689)</u> | <u>370,294</u>         |

#### 16. Operating lease commitments

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

|                       | 2025<br>£    | 2024<br>£    |
|-----------------------|--------------|--------------|
| Not later than 1 year | <u>1,200</u> | <u>1,200</u> |

#### 17. Related parties

There were no related party transactions in this or the prior year.

Lovewell Blake LLP  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
Suffolk  
IP32 7EA

Dear Sirs

### **Financial statements for the year ended 31 March 2025**

The following representations are made on the basis of enquires with those individuals, including management and staff, with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the charity's financial statements for the year ended 31 March 2025. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

#### **General**

We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion.

We confirm that the charity was entitled to exemption under section 144 of the Charities Act 2011, being that gross income for the year does not exceed £1m or £250,000 if gross assets exceed £3.26m, from the requirement to have its financial statements for the financial year ended 31 March 2024 audited.

We confirm we have declared all income, including legacies, of which we are aware at the year end, whether received during the year or following the year end.

We have fulfilled our responsibilities as trustees, as set out in the terms of our engagement letter dated 18 October 2023 under the Charities Act 2011, for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.

All the transactions undertaken by the charity have been properly reflected and recorded in the accounting records.

All the accounting records have been made available to you for the purpose of your independent examination. We have provided you with unrestricted access to all appropriate persons within the charity, and with all other records and related information requested, including minutes of all management and trustees' meetings and correspondence with The Charity Commission.

The financial statements are free of material misstatements, including omissions.

**Internal control and fraud**

We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error, and we believe that we have appropriately fulfilled these responsibilities. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud.

We have disclosed to you all instances of known or suspected fraud affecting the entity involving those individuals, including management and employees, who have a significant role in internal control or others that have a material effect on the financial statements.

We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.

**Assets and liabilities**

The charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets, except for those that are disclosed in the notes to the financial statements.

All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.

We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

**Accounting estimates**

The methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework.

**Bank accounts**

We have disclosed to you all bank accounts operated by the charity.

**Legal claims**

We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

**Laws and regulations**

We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

**Related parties**

Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with legislative and accounting standards requirements.

**Serious incidents**

We confirm that no serious incident reports have been submitted to the Charity Commission, nor any events considered for submission, during the year or in the period to the date of signing of the balance sheet.

**Subsequent events**

All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

**Going concern**

We believe that the charity's financial statements should be prepared on a going concern basis, on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We also confirm our plans for future action(s) required to enable the charity to continue as a going concern are feasible. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

**Grants and donations**

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Each trustee has taken all steps that they ought to have taken as a trustee in order to make themselves aware of any relevant information and to establish that you are aware of that information.

Yours faithfully

*Gareth Thomas*

.....  
Signed on behalf of the board of trustees of Suffolk Law Centre

Date: 26/11/2025 .....

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# Accounts

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**Suffolk Law Centre**  
**Unaudited independently examined accounts**  
**31 March 2024**

# **Suffolk Law Centre**

## **Financial statements**

**Year ended 31 March 2024**

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|                                               | <b>Pages</b>    |
|-----------------------------------------------|-----------------|
| Trustees' annual report                       | <b>1 to 5</b>   |
| Independent examiner's report to the trustees | <b>6</b>        |
| Statement of financial activities             | <b>7</b>        |
| Balance sheet                                 | <b>8</b>        |
| Statement of cash flows                       | <b>9</b>        |
| Notes to the financial statements             | <b>10 to 21</b> |

# Suffolk Law Centre

## Trustees' annual report

### Year ended 31 March 2024

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, 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 published in October 2019.

#### Reference and administrative details

|                                    |                                                                            |
|------------------------------------|----------------------------------------------------------------------------|
| <b>Registered charity name</b>     | Suffolk Law Centre                                                         |
| <b>Charity registration number</b> | 1176229                                                                    |
| <b>Principal office</b>            | 46A St. Matthews Street<br>Ipswich<br>Suffolk<br>IP1 3EP<br>United Kingdom |

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

Professor G Thomas (Chair, Appointed 18/04/2023)  
C Parry-Jones (Vice Chair, Appointed 18/04/2023)  
S Gallagher (Appointed 18/04/2023)  
J Jones (Appointed 18/04/2023)  
M Kurnatowska (Appointed 18/04/2023)  
Dr J Sandbach (Appointed 18/04/2023)  
S Stratton (Appointed 18/04/2023)  
P Burton (Treasurer, Resigned 13/08/2024)  
J Chimes (Resigned in the year)  
M Naoual (Resigned in the year)

|                          |                                                                                                                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Senior Management</b> | A Ludwig (Director of Legal Services)<br>S Steward (Practice Manager)<br>S Wardell (Operations and Development Manager) |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------|

|                          |           |
|--------------------------|-----------|
| <b>Charity Secretary</b> | S Steward |
|--------------------------|-----------|

|                             |                                                                                                                                                |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Independent examiner</b> | L Thurston FCCA<br>Lovewell Blake LLP<br>Chartered accountants<br>First Floor Suite<br>2 Hillside Business Park<br>Bury St Edmunds<br>IP32 7EA |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|

# **Suffolk Law Centre**

## **Trustees' annual report** *(continued)*

**Year ended 31 March 2024**

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### **Objectives and activities**

Suffolk Law Centre strives for a just and equal society where everyone's rights are valued and protected. We do this by providing legal support, services, information and education to the diverse communities of Suffolk and across East Anglia (and beyond). As a registered charity it is our purpose to alleviate poverty and to improve access to services. Our goal is to empower the people of Suffolk to understand and assert their legal rights. Equality runs as a core through everything we do.

### **Our Activities:**

We aim to provide legal services to help the diverse communities of Suffolk and to a lesser extent across East Anglia (and beyond).

- to gain equal access to justice
- challenge disadvantage and inequality, and
- to understand their legal rights, obligations and protections

### **Our Charitable Objects:**

The relief of poverty, suffering and distress and the advancement of education among people living or working in Suffolk and East Anglia generally and such other places as the Trustees shall determine (including within her Majesty's Prisons), by the provision of Legal Advice and Assistance, Representation and Information which they could not otherwise afford through lack of means.

### **Public benefit**

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 Public Benefit Requirement (PB1), Running a Charity (PB2) and Reporting (PB3).

# Suffolk Law Centre

## Trustees' annual report *(continued)*

### Year ended 31 March 2024

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#### Achievements and performance

##### Our Workstreams

**1. Discrimination (Legal Aid):** We successfully managed our Legal Aid Agency (LAA) contract over this year. In 23-24, we opened new matters under Legal Aid (Discrimination) for **17 people**, a significant proportion being very vulnerable, as well as offering ongoing legal casework to clients whose case had started in the previous financial year.

**2. Discrimination (Projects/Pro Bono):** Our grant-funded legal advice to people who have experienced discrimination in work or in accessing goods/services enables us to support those who are not in scope or eligible for Legal Aid. This included, the following in 23-24:

- Awards For All funding (1 year grant, Nov. 22) to undertake pro bono casework for disabled people discriminated in or in the pursuit of employment - **15 clients assisted**.
- Barings Foundation, delivered as a project by Law Centres Network (Year 1-2 of 3-year grant from Feb. '23). Developing our partnership project to set up a Hub to enable disabled people to Join, Stay and Thrive in employment. Having identified a gap in support to neuro-diverse young people leaving education, we have focused on building our Hub to provide clear legal advice and guidance to this cohort.
- Bell Foundation (Year 1 of 3-year grant from Dec. '23): our first grant-funded partnership with ISCRE to co-produce ways to make social welfare legal advice more accessible to marginalised EAL communities, particularly Roma.

**3. Family Legal Advice and Casework (FLAC) team:** A service to offer expert legal advice to people making an application to the Family Court in private children matters, or seeking help to find a Family lawyer. The team provides a range of services in 23-24, as follows:

- Weekly Family Support Clinic, run with the generous support of expert legal volunteers advised **130 clients** during the year.
- Our Family casework service was able to provide on-going advice and casework support to **112 clients** dealing with complex legal matters.
- Family Helpdesk at Ipswich Magistrates Court, delivered by legal volunteers and staff, gave information and guidance to **126 litigants** in person in total in 23-24.
- We are funded by Suffolk County Council under its Violence Against Women and Girls Strategy (Year 2 of 3-year grant) for our legal advice service to Domestic Abuse survivors; of the number of clients helped in 23-24, **78 of initial legal advice or casework clients and 66 clients seen at the Family Court Helpdesk had domestic abuse as a factor. (144 clients in total in 23-24).**

**4. Housing:** Through the support of grant funding, we ran our Housing legal advice and casework service through 23-24, albeit as a reduced service for some of that time due to reduced capacity.

- The Legal Education Foundation (TLEF) has supported our efforts to build capacity and develop in-house expertise to meet need and address legal advice deserts in Suffolk and north Essex; this was the last year of 3-year funding. In February 2024, we were successful in securing new grant funding from TLEF for a further 3-years to help rebuild our Housing legal advice capacity.
- We have run a monthly telephone housing legal advice clinic for clients of Lighthouse Women's Aid, advising **32 clients**, some of whom we have also been able to take on for casework under legal aid.

**5. Legal Aid (Housing):** Over a difficult year, with reduced staff, we have managed our Legal Aid Agency (LAA) contract over most of the 12 months. Since August 2023, this includes a HLPAS Court Duty Desk at Bury St Edmunds County Court; **32 clients were assisted at Court under HLPAS**. Since December 2023, we have had to close to new cases under Housing Legal Aid, so this has reduced our ability to assist clients. We have, however, with the consent of our LAA Contract Manager, provided **ongoing support and representation to 12 existing clients** through our locum Housing Supervisor.

# Suffolk Law Centre

## Trustees' annual report *(continued)*

### Year ended 31 March 2024

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**6. Legal Advice Clinics (LAC):** With the generous assistance of over **30 legal volunteers from local and national law firms**, we provided free initial legal advice through **8 specialist law clinics** - Discrimination, Employment, Family (divorce), Housing (property), Immigration, Personal injury, Wills & probate, as well as a General law clinic. To ensure good reach across the whole of Suffolk, we have continued to offer clinics by phone, or email, with interpreters where required. Our legal volunteers advised **389 clients**. This service was funded by The Tudor Trust in 23-24.

**7. Reception and Triage:** Our Reception and Triage service was very busy over 23-24 with **1682 enquiries**. Where enquiries cannot be directly assisted by one of our advice & casework teams, we try to signpost and offer information to help enquiries to resolve their issues. This service has been funded by The Tudor Trust during this year.

**8. Legal Triage:** As part of our triage of enquiries, clients identified as having clustered or complex legal advice issues are supported by a 'wraparound' service to enable them to find the right advice and to better understand and benefit from that advice. **56 clients were supported through Legal Triage** in 23-24. This service has been funded by Ipswich Borough Council.

### Financial review

The charity continues to be dependent on grant funding to achieve its objectives. In the year under review the trustees are grateful to all those funders. The support from these organisations has ensured that Suffolk Law Centre continues to exist and to deliver services to the most vulnerable people of Suffolk. Additionally, we are very thankful to those individuals and organisations that have generously supported our work through donations.

Further information about our income and expenditure is set out in the Statement of Financial Activities and supporting notes.

Any cash resources not immediately required are held in bank and building society deposits under powers contained in the memorandum and articles of association.

Income has increased in the year to £532,049 (2023: £476,815) resulting in a net income of £128,978 (2023: net expenditure of £46,689). This is expected and planned.

### Reserves policy

The trustees actively review the reserves available on a regular basis and given the general uncertainty surrounding funding and project income aim to maintain reserves equivalent to approximately £130,000 (2023: £130,000). This figure is based on the expected level of expenditure over 6 months. This level of reserves takes into account existing and future commitments.

At the 31 March 2024, the free reserves held for general purposes amounted to £109,807 (2023: £149,956). The trustees will look to increase excess funds to the reserve target over the coming year.

# Suffolk Law Centre

## Trustees' annual report *(continued)*

### Year ended 31 March 2024

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#### Structure, governance and management

Suffolk Law Centre is a Charitable Incorporated Organisation and a charity registered in effect from 12 December 2017. The charity is constituted and governed by trustees under the terms of its memorandum and articles of association.

The current board of trustees and the changes which have occurred since the previous annual report are as stated in the reference and administrative details of these accounts.

During this period, the Board of Trustees made a decision to recruit and appoint a new Board of Trustees for Suffolk Law Centre, save for the existing Treasurer. The new Trustees were appointed at a Board Meeting on 18th April 2023, during which the existing Trustees stood down, save for the Treasurer, P. Burton.

#### Recruitment and appointment of new trustees

New trustees are invited to attend a meeting with the Chairman and the trustees to familiarise themselves with the charity and the context within which it operates.

Our policy for appointing new trustees is to search out people who have skills and characteristics that will be beneficial to the charity. On appointment the trustees receive a copy of the governing documents and Charity Commission trustee documents. New trustees are briefed on the background and work of the charity and future aims.

#### Risk management

The trustees have identified the major risks facing the charity and have assessed their potential impact. Appropriate systems have been established to monitor and manage these risks.

The Board of Trustees follows the Charity Commissions guidance 'Charities and risk management in identifying and weighting risks.

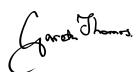
#### True and fair override

The financial statements have been prepared to give a 'true and fair' view and 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 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

#### Independent examiner reappointment

A resolution to appoint L Thurston of Lovewell Blake LLP as independent examiner will be proposed at the next Annual General Meeting.

The trustees' annual report was approved on .....09/12/2024..... and signed on behalf of the board of trustees by:



Professor G Thomas (Chair)  
Trustee

# Suffolk Law Centre

## Independent examiner's report to the trustees of Suffolk Law Centre

Year ended 31 March 2024

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I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 March 2024 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes.

### Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 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

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

I have completed my examination. I confirm that no material 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 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 accounts to be reached.

Your attention is drawn to the fact that the Charity has prepared the accounts (financial statements) 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) 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 since been withdrawn.

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



L Thurston FCCA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

12 December 2024

# Suffolk Law Centre

## Statement of financial activities

Year ended 31 March 2024

|                                                          |      | Unrestricted<br>funds<br>£ | 2024<br>Restricted<br>funds<br>£ | Total funds<br>£ | 2023<br>Total funds<br>£ |
|----------------------------------------------------------|------|----------------------------|----------------------------------|------------------|--------------------------|
|                                                          | Note |                            |                                  |                  |                          |
| <b>Income and endowments</b>                             |      |                            |                                  |                  |                          |
| Donations, grants and legacies                           | 4    | 47,826                     | 435,543                          | 483,369          | 419,793                  |
| Charitable activities                                    | 5    | 48,680                     | —                                | 48,680           | 57,022                   |
| <b>Total income</b>                                      |      | <u>96,506</u>              | <u>435,543</u>                   | <u>532,049</u>   | <u>476,815</u>           |
| <b>Expenditure</b>                                       |      |                            |                                  |                  |                          |
| Charitable activities                                    | 6    | 113,273                    | 294,598                          | 407,871          | 523,504                  |
| <b>Total expenditure</b>                                 |      | <u>113,273</u>             | <u>294,598</u>                   | <u>407,871</u>   | <u>523,504</u>           |
| <b>Net income/(expenditure) before transfer of funds</b> |      | (16,767)                   | 140,945                          | 124,178          | (46,689)                 |
| Transfers between funds                                  |      | 5,073                      | (5,073)                          | —                | —                        |
| <b>Net movement in funds</b>                             |      | <u>(11,694)</u>            | <u>135,872</u>                   | <u>124,178</u>   | <u>(46,689)</u>          |
| <b>Reconciliation of funds</b>                           |      |                            |                                  |                  |                          |
| Total funds brought forward                              |      | 158,121                    | 110,630                          | 268,751          | 315,440                  |
| <b>Total funds carried forward</b>                       |      | <u>146,427</u>             | <u>246,502</u>                   | <u>392,929</u>   | <u>268,751</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 10 to 21 form part of these financial statements.

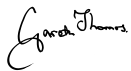
# Suffolk Law Centre

## Balance sheet

31 March 2024

|                                                       |      | 2024            |                | 2023            |                |
|-------------------------------------------------------|------|-----------------|----------------|-----------------|----------------|
|                                                       | Note | £               | £              | £               | £              |
| <b>Fixed assets</b>                                   |      |                 |                |                 |                |
| Tangible fixed assets                                 | 10   |                 | 1,705          |                 | 4,495          |
| <b>Current assets</b>                                 |      |                 |                |                 |                |
| Debtors                                               | 11   | 25,566          |                | 14,329          |                |
| Cash at bank and in hand                              |      | 422,983         |                | 317,507         |                |
|                                                       |      | <u>448,549</u>  |                | <u>331,836</u>  |                |
| <b>Creditors: Amounts falling due within one year</b> | 12   | <u>(57,325)</u> |                | <u>(67,580)</u> |                |
| <b>Net current assets</b>                             |      |                 | 391,224        |                 | 264,256        |
| <b>Total assets less current liabilities</b>          |      |                 | <u>392,929</u> |                 | <u>268,751</u> |
| <b>Net assets</b>                                     |      |                 | <u>392,929</u> |                 | <u>268,751</u> |
| <b>Funds of the charity</b>                           |      |                 |                |                 |                |
| Restricted funds                                      |      |                 | 246,502        |                 | 110,630        |
| Unrestricted funds                                    |      |                 | 146,427        |                 | 158,121        |
| <b>Total charity funds</b>                            | 13   |                 | <u>392,929</u> |                 | <u>268,751</u> |

These financial statements were approved by the board of trustees and authorised for issue on ....09/12/2024....., and are signed on behalf of the board by:



Professor G Thomas (Chair)  
Trustee

The notes on pages 10 to 21 form part of these financial statements.

# Suffolk Law Centre

## Statement of cash flows

Year ended 31 March 2024

|                                                             | 2024<br>£      | 2023<br>£       |
|-------------------------------------------------------------|----------------|-----------------|
| <b>Cash flows from operating activities</b>                 |                |                 |
| Net income/(expenditure)                                    | 124,178        | (46,689)        |
| <i>Adjustments for:</i>                                     |                |                 |
| Depreciation of tangible fixed assets                       | 4,157          | 4,584           |
| Accrued (income)/expenses                                   | (632)          | 404             |
| <i>Changes in:</i>                                          |                |                 |
| Trade and other debtors                                     | (11,237)       | 11,521          |
| Trade and other creditors                                   | (9,623)        | (17,905)        |
| Cash generated from operations                              | <u>106,843</u> | <u>(48,085)</u> |
| Net cash from/(used in) operating activities                | <u>106,843</u> | <u>(48,085)</u> |
| <b>Cash flows from investing activities</b>                 |                |                 |
| Purchase of tangible assets                                 | <u>(1,367)</u> | <u>—</u>        |
| Net cash used in investing activities                       | <u>(1,367)</u> | <u>—</u>        |
| <b>Net increase/(decrease) in cash and cash equivalents</b> | 105,476        | (48,085)        |
| <b>Cash and cash equivalents at beginning of year</b>       | <u>317,507</u> | <u>365,592</u>  |
| <b>Cash and cash equivalents at end of year</b>             | <u>422,983</u> | <u>317,507</u>  |

The notes on pages 10 to 21 form part of these financial statements.

# Suffolk Law Centre

## Notes to the financial statements

Year ended 31 March 2024

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### 1. General information

The charity is a registered Charitable Incorporated Organisation in England and Wales. The address of the principal and operating office is 46A St. Matthews Street, Ipswich, Suffolk, IP1 3EP, United Kingdom.

### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and 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 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

### 3. Accounting policies

#### Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### Going concern

The accounts have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient for the charity to be able to continue as a going concern.

#### Income tax

As a registered charity, the activities are exempt from United Kingdom Income and Corporation taxation, provided that the income is applied to charitable purposes.

#### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2024

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#### 3. Accounting policies *(continued)*

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- Income from grants and contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Computer equipment                      -     33% straight line

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2024

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#### 3. Accounting policies *(continued)*

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

#### 4. Donations, grants and legacies

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b> |                            |                          |                          |
| Donations        | 23,126                     | 1,100                    | 24,226                   |
| <b>Grants</b>    |                            |                          |                          |
| Grants           | 24,700                     | 434,443                  | 459,143                  |
|                  | <u>47,826</u>              | <u>435,543</u>           | <u>483,369</u>           |
|                  |                            |                          |                          |
|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
| <b>Donations</b> |                            |                          |                          |
| Donations        | 27,189                     | 7,750                    | 34,939                   |
| <b>Grants</b>    |                            |                          |                          |
| Grants           | 31,346                     | 353,508                  | 384,854                  |
|                  | <u>58,535</u>              | <u>361,258</u>           | <u>419,793</u>           |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2024

### 4. Donations, grants and legacies *(continued)*

#### Analysis of grant income

|                                 | Total 2024<br>£ | Total 2023<br>£ |
|---------------------------------|-----------------|-----------------|
| <b>Restricted</b>               |                 |                 |
| The Legal Education Foundation  | 128,486         | 91,803          |
| Access to Justice Foundation    | 109,350         | 117,680         |
| The National Lottery Foundation | 68,970          | 32,714          |
| The Baring Foundation           | 41,865          | 10,000          |
| Tudor Trust                     | 33,750          | 19,250          |
| Suffolk County Council          | 16,500          | —               |
| Ipswich Borough Council         | 16,142          | —               |
| The Bell Foundation             | 12,900          | —               |
| Other grants received           | 6,480           | 14,035          |
| Suffolk Community Foundation    | —               | 27,000          |
| Norfolk Community Law Service   | —               | 11,026          |
| Essex Community Foundation      | —               | 10,000          |
| Allen and Overy                 | —               | 10,000          |
| Awards for All                  | —               | 10,000          |
|                                 | <u>434,443</u>  | <u>353,508</u>  |
| <b>Unrestricted</b>             |                 |                 |
| AB Charitable Trust             | 22,000          | 20,646          |
| Other unrestricted grants       | 2,700           | 10,700          |
|                                 | <u>24,700</u>   | <u>31,346</u>   |

### 5. Charitable activities

|           | Unrestricted<br>Funds<br>£ | Total Funds<br>2024<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|-----------|----------------------------|--------------------------|----------------------------|--------------------------|
| Legal aid | <u>48,680</u>              | <u>48,680</u>            | <u>57,022</u>              | <u>57,022</u>            |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2024

### 6. Expenditure on charitable activities

|               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2024<br>£ |
|---------------|----------------------------|--------------------------|--------------------------|
| Staff costs   | 50,376                     | 270,405                  | 320,781                  |
| Support costs | 62,897                     | 24,193                   | 87,090                   |
|               | <u>113,273</u>             | <u>294,598</u>           | <u>407,871</u>           |

|               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|---------------|----------------------------|--------------------------|--------------------------|
| Staff costs   | 40,178                     | 304,239                  | 344,417                  |
| Support costs | 87,110                     | 91,977                   | 179,087                  |
|               | <u>127,288</u>             | <u>396,216</u>           | <u>523,504</u>           |

#### Analysis of support costs

|                              | 2024<br>£     | 2023<br>£      |
|------------------------------|---------------|----------------|
| Project costs                | 27,315        | 136,374        |
| Office costs                 | 29,051        | 18,604         |
| Rent                         | 9,615         | 7,056          |
| Insurance                    | 2,461         | 388            |
| Travel costs                 | 843           | 503            |
| Depreciation                 | 4,157         | 4,584          |
| Advertising                  | –             | 1,587          |
| Legal and professional costs | 11,338        | 7,970          |
| Independent examination fees | 2,310         | 2,021          |
|                              | <u>87,090</u> | <u>179,087</u> |

### 7. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

|                                       | 2024<br>£    | 2023<br>£    |
|---------------------------------------|--------------|--------------|
| Depreciation of tangible fixed assets | <u>4,157</u> | <u>4,584</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2024

#### 8. Staff costs

The total staff costs and employee benefit for the reporting period are analysed as follows:

|                       | <b>2024</b>    | 2023           |
|-----------------------|----------------|----------------|
|                       | <b>£</b>       | <b>£</b>       |
| Wages and salaries    | 301,572        | 323,793        |
| Social security costs | 18,390         | 19,745         |
| Pension costs         | 819            | 879            |
|                       | <u>320,781</u> | <u>344,417</u> |

The average head count of employees during the year was 14 (2023: 17).

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

The key management personnel of the charity comprise the trustees and senior management team as listed on the reference and administration details page of these accounts. The total value of remuneration and benefits received by Key Management Personnel was £85,003 (2023: £80,390).

#### 9. Trustee remuneration and expenses

No trustees received any remuneration or reimbursed expenses during this or the prior year.

#### 10. Tangible fixed assets

|                         | <b>Computer equipment</b> |
|-------------------------|---------------------------|
|                         | <b>£</b>                  |
| <b>Cost</b>             |                           |
| At 1 April 2023         | 16,701                    |
| Additions               | 1,367                     |
| <b>At 31 March 2024</b> | <u>18,068</u>             |
| <b>Depreciation</b>     |                           |
| At 1 April 2023         | 12,206                    |
| Charge for the year     | 4,157                     |
| <b>At 31 March 2024</b> | <u>16,363</u>             |
| <b>Carrying amount</b>  |                           |
| <b>At 31 March 2024</b> | <u>1,705</u>              |
| At 31 March 2023        | <u>4,495</u>              |

#### 11. Debtors

|                                | <b>2024</b>   | 2023          |
|--------------------------------|---------------|---------------|
|                                | <b>£</b>      | <b>£</b>      |
| Trade debtors                  | 12,695        | 4,883         |
| Prepayments and accrued income | 12,871        | 9,446         |
|                                | <u>25,566</u> | <u>14,329</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2024

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#### 12. Creditors: Amounts falling due within one year

|                              | <b>2024</b>   | 2023          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Trade creditors              | 55,015        | 63,409        |
| Accruals and deferred income | 2,310         | 2,942         |
| Other creditors              | —             | 1,229         |
|                              | <u>57,325</u> | <u>67,580</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2024

#### 13. Analysis of charitable funds

##### Year ended 31 March 2024

##### Restricted funds

|                                               | At 1 Apr 2023  | Income         | Expenditure      | Transfers      | At 31 Mar 2024 |
|-----------------------------------------------|----------------|----------------|------------------|----------------|----------------|
|                                               | £              | £              | £                | £              | £              |
| Allen & Overy                                 | 1,041          | –              | (1,041)          | –              | –              |
| Awards for all                                | 7,737          | –              | (4,541)          | –              | 3,196          |
| Essex Community Foundation                    | 3,797          | –              | (3,797)          | –              | –              |
| EU Settlement Scheme                          | (244)          | 2,445          | (2,201)          | –              | –              |
| Grow Your Own (Stronger Sector)               | 46,398         | 13,750         | (60,148)         | –              | –              |
| Help Accessing Legal Support (HALS)           | 10,025         | 25,250         | (35,275)         | –              | –              |
| Justice First Fellowship 2022-24              | (368)          | 26,736         | (26,368)         | –              | –              |
| LCN/Barings Foundation Hub Project            | 10,000         | 40,400         | (28,669)         | –              | 21,731         |
| Tudor Trust Legal Advice Clinic               | 6,688          | 33,750         | (20,656)         | –              | 19,782         |
| Legal Support for Litigants in Person (LSLiP) | 322            | –              | (322)            | –              | –              |
| Suffolk Hardship Fund                         | –              | 500            | (500)            | –              | –              |
| Talking Discrimination in the East            | 161            | –              | (161)            | –              | –              |
| The Bell Foundation                           | –              | 16,142         | (7,374)          | –              | 8,768          |
| SCC Violence Gainst Women & Girls             | 20,000         | 16,500         | (17,909)         | –              | 18,591         |
| IBC Community Grant                           | –              | 12,900         | (10,692)         | –              | 2,208          |
| SCF Breakthrough Fund                         | –              | 5,500          | (922)            | –              | 4,578          |
| National Lottery CoL 2023-24 (NL CoL1)        | –              | 34,132         | (34,132)         | –              | –              |
| National Lottery CoL 2023-24 (NL CoL2)        | –              | 34,838         | (34,838)         | –              | –              |
| ATJF ILTA                                     | –              | 84,100         | –                | –              | 84,100         |
| TLEF LTS                                      | –              | 88,000         | (4,452)          | –              | 83,548         |
| 500 Suffolk Reasons                           | –              | 600            | (600)            | –              | –              |
| Donations                                     | 5,073          | –              | –                | (5,073)        | –              |
|                                               | <u>110,630</u> | <u>435,543</u> | <u>(294,598)</u> | <u>(5,073)</u> | <u>246,502</u> |

##### Designated funds

|                            |              |               |                 |          |               |
|----------------------------|--------------|---------------|-----------------|----------|---------------|
| AB Charitable Trust        | 4,253        | 22,000        | (20,605)        | –        | 5,648         |
| Rope Trust Client          | –            | 380           | (380)           | –        | –             |
| Legal Aid - Discrimination | –            | 18,720        | (7,303)         | –        | 11,417        |
| Legal Aid - Housing        | –            | 29,960        | (12,580)        | –        | 17,380        |
| Tudor Trust Staff Welfare  | –            | 2,000         | (925)           | –        | 1,075         |
|                            | <u>4,253</u> | <u>73,060</u> | <u>(41,793)</u> | <u>–</u> | <u>35,520</u> |

##### Unrestricted funds

|              |                |               |                 |              |                |
|--------------|----------------|---------------|-----------------|--------------|----------------|
| General Fund | <u>153,868</u> | <u>23,446</u> | <u>(71,480)</u> | <u>5,073</u> | <u>110,907</u> |
|--------------|----------------|---------------|-----------------|--------------|----------------|

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2024

#### Year ended 31 March 2023

##### Restricted funds

|                                               | At 1 Apr 2022  | Income         | Expenditure      | Transfers      | At 31 Mar 2023 |
|-----------------------------------------------|----------------|----------------|------------------|----------------|----------------|
|                                               | £              | £              | £                | £              | £              |
| Allen & Overy                                 | –              | 10,000         | (8,959)          | –              | 1,041          |
| Awards for all                                | –              | 10,000         | (2,263)          | –              | 7,737          |
| CJF round 3                                   | –              | 12,894         | (6,497)          | (6,397)        | –              |
| Essex Community Foundation                    | –              | 10,000         | (6,203)          | –              | 3,797          |
| EU Settlement Scheme                          | (2,796)        | 11,026         | (8,474)          | –              | (244)          |
| Grow Your Own (Stronger Sector)               | 43,966         | 57,500         | (55,068)         | –              | 46,398         |
| Help Accessing Legal Support (HALS)           | 9,104          | 50,500         | (49,579)         | –              | 10,025         |
| Justice First Fellowship 2022-24              | 5,413          | 34,304         | (40,085)         | –              | (368)          |
| LCN/Barings Foundation Hub Project            | –              | 10,000         | –                | –              | 10,000         |
| Tudor Trust Legal Advice Clinic               | 16,644         | 19,250         | (29,206)         | –              | 6,688          |
| Legal Support for Litigants in Person (LSLiP) | 7,159          | 54,286         | (61,831)         | 708            | 322            |
| Talking Discrimination in the East            | 43,604         | 32,714         | (76,509)         | 352            | 161            |
| SCC Violence Gainst Women & Girls             | –              | 20,000         | –                | –              | 20,000         |
| Donations                                     | –              | 7,750          | (2,677)          | –              | 5,073          |
| Legal Aid - Housing                           | 1,000          | –              | –                | (1,000)        | –              |
| Legal Aid - Discrimination                    | 500            | –              | –                | (500)          | –              |
| Project Fund                                  | 13,620         | –              | (13,620)         | –              | –              |
| CJF round 2 - MOJ                             | 1,405          | –              | (1,405)          | –              | –              |
| CJF round 2 - other funders                   | 12,005         | –              | (12,005)         | –              | –              |
| Hardship Fund - SCF                           | 763            | 7,000          | (7,763)          | –              | –              |
| Therium                                       | –              | 9,034          | (9,072)          | 38             | –              |
| Quartet Community Foundation                  | –              | 5,000          | (5,000)          | –              | –              |
|                                               | <u>152,387</u> | <u>361,258</u> | <u>(396,216)</u> | <u>(6,799)</u> | <u>110,630</u> |

##### Designated funds

|                     |              |               |                 |          |              |
|---------------------|--------------|---------------|-----------------|----------|--------------|
| AB Charitable Trust | <u>4,286</u> | <u>20,646</u> | <u>(20,679)</u> | <u>–</u> | <u>4,253</u> |
|---------------------|--------------|---------------|-----------------|----------|--------------|

##### Unrestricted funds

|               |                |               |                  |              |                |
|---------------|----------------|---------------|------------------|--------------|----------------|
| General Funds | <u>158,767</u> | <u>94,911</u> | <u>(106,609)</u> | <u>6,799</u> | <u>153,868</u> |
|---------------|----------------|---------------|------------------|--------------|----------------|

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2024

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#### **Restricted fund purposes:**

- Awards for all: Funding received for our Discrimination Team to support disabled people experiencing discrimination at work.
- LCN/Baring (Disability Hub Project): Funding received to develop a HUB approach to support neuro-divergent young people to Join, Stay and Flourish in work.
- Tudor Trust (Enquiries and Legal Advice Clinics): Funding to support us to deal effectively with all enquiries for legal advice and administer the volunteer led Legal Advice Clinics.
- The Bell Foundation: Funding to support a partnership project with ISCRE to make our legal advice and casework services more accessible to Roma communities.
- SCC (Violence Against Women & Girls): Funding received to support the work of our Family Legal Advice and Casework team in their work with domestic abuse survivors.
- IBC Community Grant: Funding towards the Legal Triage service to support clients with clustered legal issues to resolve them.
- SCF Breakthrough Fund: Funding received to enable our caseworkers to help clients in poverty facing financial barriers to taking the next steps or benefitting from our advice.
- ATJF ILTA: Core funding to support our specialist legal advice and casework to marginalised communities.
- TLEF LTS: Funding to help us to redevelop our Housing Law service and continue to build our Family Law service to be in a position to take up future Legal Aid contracts in both.
- 500 Suffolk Reasons: Funding received to support a Family client.

#### **The following restricted projects have been completed:**

- Allen & Overy: Funding received to support the salary of our Discrimination Solicitor.
- Essex Community Foundation: Funding to support our Housing pro bono outreach work in North Essex.
- EU Settlement Scheme: Funded by the Home Office, a partnership with Norfolk Community Law Service, to fund and continue to provide advice and Level 1 EUSS support to EU/EEA citizens applying for settled status.
- The Legal Education Foundation (TLEF) - (Grow Your Own (Stronger Sector)): Flexible development grant enabling us to build capacity and develop in-house expertise to meet need and address legal advice deserts.
- Access To Justice Foundation (Help Accessing Legal Support (HALS)): Funding towards our work to support people facing clustered legal issues as litigants in person, including those in need of Family legal advice and casework.
- The Legal Education Foundation (TLEF) (Justice First Fellowship 2022-24): Funding to pay for the post of Trainee Solicitor and supervision costs.
- Access to Justice Foundation and the Ministry of Justice (Legal Support for Litigants in Person (LSLiP)): Funding to provide early legal advice and casework support to litigants in person.

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2024

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- Suffolk Community Foundation (Suffolk Hardship Fund): Funding to support clients experiencing food and fuel poverty.
- National Lottery Community Fund (Tackling Discrimination in the East): Funding to offer legal advice and casework in discrimination, including The 3 C's (Complain + Challenge = Change). A co-production project with community partners Ace Anglia and Autism Anglia to raise awareness of discrimination amongst people with learning disabilities and autism.
- National Lottery CoL 2023-24 (NL CoL1): Funding to support our core costs.
- National Lottery CoL 2023-24 (NL CoL2): Funding to support our core costs.
- Donations: Funding received to support the furtherance of the specific purposes set out by the fund provider.

#### **Designated fund purposes:**

- AB Charitable Trust: A fund that has been reviewed as unrestricted but designated towards the salary of the Practice Manager to support the ongoing development and running of Suffolk Law Centre.
- Legal Aid - Discrimination: A fund that has been reviewed as unrestricted but designated towards legal aid discrimination casework.
- Legal Aid - Housing: A fund that has been reviewed as unrestricted but designated towards legal aid housing casework.
- Tudor Trust Staff Welfare: A fund that has been reviewed as unrestricted but designated towards supporting staff welfare.

#### **The following designated projects have been completed:**

- Rope Trust Client: A fund that has been reviewed as unrestricted but designated towards support for a client in need.

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2024

#### 14. Analysis of net assets between funds

31 March 2024

|                       | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|-----------------------|-----------------------|--------------------------|--------------------------|---------------------|
| Tangible fixed assets | 1,100                 | –                        | 605                      | 1,705               |
| Current assets        | 109,807               | 35,520                   | 245,897                  | 391,224             |
| <b>Net Assets</b>     | <u>110,907</u>        | <u>35,520</u>            | <u>246,502</u>           | <u>392,929</u>      |

31 March 2023

|                       | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|-----------------------|-----------------------|--------------------------|--------------------------|---------------------|
| Tangible fixed assets | 3,912                 | 100                      | 483                      | 4,495               |
| Current assets        | 149,956               | 4,153                    | 110,147                  | 264,256             |
| <b>Net Assets</b>     | <u>153,868</u>        | <u>4,253</u>             | <u>110,630</u>           | <u>268,751</u>      |

#### 15. Analysis of changes in net debt

|                          | At 1 Apr 2023<br>£ | Cash flows<br>£ | At<br>31 Mar 2024<br>£ |
|--------------------------|--------------------|-----------------|------------------------|
| Cash at bank and in hand | <u>317,507</u>     | <u>105,476</u>  | <u>422,983</u>         |

#### 16. Related parties

During the year the charity incurred costs of £14,500 (2023: £41,531) received income of £19,686 (2023: £27,479) and made net receipts of £5,186 (2023: net payments of £12,393) from Ipswich and Suffolk Council for Racial Equality (ISCARE), a related party charity which shares an office with the Suffolk Law Centre. At the year end there was an outstanding creditor owed to Ipswich and Suffolk Council for Racial Equality totalling £929 (2023: £1,658).

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# Accounts

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CHARITY REGISTRATION NUMBER: 1176229

**Suffolk Law Centre**  
**Unaudited financial statements**  
**31 March 2023**

# **Suffolk Law Centre**

## **Financial statements**

**Year ended 31 March 2023**

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|                                               | <b>Pages</b>    |
|-----------------------------------------------|-----------------|
| Trustees' annual report                       | <b>1 to 7</b>   |
| Independent examiner's report to the trustees | <b>8</b>        |
| Statement of financial activities             | <b>9</b>        |
| Balance sheet                                 | <b>10</b>       |
| Notes to the financial statements             | <b>11 to 22</b> |

# Suffolk Law Centre

## Trustees' annual report

### Year ended 31 March 2023

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, 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 published in October 2019.

#### Reference and administrative details

|                                    |                                                                            |
|------------------------------------|----------------------------------------------------------------------------|
| <b>Registered charity name</b>     | Suffolk Law Centre                                                         |
| <b>Charity registration number</b> | 1176229                                                                    |
| <b>Principal office</b>            | 46A St. Matthews Street<br>Ipswich<br>Suffolk<br>IP1 3EP<br>United Kingdom |

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

Professor G Thomas (Chair, Appointed 18/04/2023)  
P Burton (Appointed 18/03/2022)  
J Chimes (Appointed 18/04/2023)  
S Gallagher (Appointed 18/04/2023)  
J Jones (Appointed 18/04/2023)  
M Kurnatowska (Appointed 18/04/2023)  
M Naoual (Appointed 18/04/2023)  
C Parry-Jones (Appointed 18/04/2023)  
Dr J Sandbach (Appointed 18/04/2023)  
S Stratton (Appointed 18/04/2023)  
G Clarke MBE (Chair, Resigned 18/04/2023)  
A Grant OBE (Resigned 18/04/2023)  
B Howard (Resigned 14/10/2022)  
S Connelly (née Meudec, Resigned 18/04/2023)  
E Pettman (Resigned 18/04/2023)  
Dr S Rao (Resigned 18/04/2023)  
D Weekes (Resigned 18/04/2023)

|                             |                                                                                                                                                |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Senior Management</b>    | A Ludwig (Director of Legal Services)<br>S Steward (Practice Manager)<br>S Wardell (Operations and Development Manager)                        |
| <b>Charity Secretary</b>    | S Steward                                                                                                                                      |
| <b>Independent examiner</b> | L Thurston FCCA<br>Lovewell Blake LLP<br>Chartered accountants<br>First Floor Suite<br>2 Hillside Business Park<br>Bury St Edmunds<br>IP32 7EA |

# **Suffolk Law Centre**

## **Trustees' annual report *(continued)***

**Year ended 31 March 2023**

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### **Objectives and activities**

Suffolk Law Centre strives for a just and equal society where everyone's rights are valued and protected. We do this by providing legal support, services, information and education to the diverse communities of Suffolk and across East Anglia (and beyond). As a registered charity it is our purpose to alleviate poverty and to improve access to services. Our goal is to empower the people of Suffolk to understand and assert their legal rights. Equality runs as a core through everything we do.

### **Our Activities:**

We aim to provide legal services to help the diverse communities of Suffolk and to a lesser extent across East Anglia (and beyond).

- to gain equal access to justice
- challenge disadvantage and inequality, and
- to understand their legal rights, obligations and protections

### **Our Charitable Objects:**

The relief of poverty, suffering and distress and the advancement of education among people living or working in Suffolk and East Anglia generally and such other places as the Trustees shall determine (including within Her Majesty's Prisons), by the provision of Legal Advice and Assistance, Representation and Information which they could not otherwise afford through lack of means.

### **Public benefit**

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 Public Benefit Requirement (PB1), Running a Charity (PB2) and Reporting (PB3).

# Suffolk Law Centre

## Trustees' annual report *(continued)*

Year ended 31 March 2023

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### Achievements and performance

#### Our Workstreams

**1. Legal Advice Clinics:** coordinated by our LAC Triage Officer, LAC continued to provide free initial legal advice through 8 specialist law clinics - discrimination, employment, family, housing, immigration, personal injury and wills & probate, as well as a general law clinic. Following the switch to telephone advice in 2020, in response to the pandemic, we continued to offer clinics by phone or email where required. Our legal volunteers advised **342 clients**. During 2022 - 23 we ran the LAC with the generous assistance of **40 legal volunteers** on rota. LAC and our Reception has been funded by the **Tudor Trust**.

**2. Tackling Discrimination In the East Project (TDE):** The 3-year grant funding from National Lottery Reaching Communities ended in August 2022. As no alternative grant funding was secured at this stage, we downsized by making 3 posts (2 vacant) redundant. This left 2 caseworkers (1.6 fte) to finish off pro bono work and undertake legal aid work. We secured a 1-year grant from Awards for All in November 2022, to undertake pro bono casework for disabled people discriminated in or in the pursuit of employment. In February 2023, we were awarded a 3-year grant from Barings Foundation, delivered as a project by Law Centres Network with 2 other Law Centres, to set up a Hub with other support providers to enable disabled people to Join, Stay and Thrive in employment; work started in March 2023.

**3. Legal Aid (Discrimination):** We successfully managed our Legal Aid Agency (LAA) contract over this year enabling us to support **21 people**, a significant proportion being very vulnerable, through the Legal Help Scheme, of which **6 were full employment tribunal claims** lasting in excess of **4 days** and one of which was a full, disputed county court claim.

**4. Housing Team Grow Your Own funding:** The team has been supported by grant funding from Essex Community Foundation (ECF) and The Legal Education Foundation (TLEF) over this year. ECF funding enabled us to extend into north Essex, to support **13 vulnerable clients** (including care leavers and clients with complex mental health issues) at risk of homelessness. TLEF's 3-year flexible development grant supports the salaries of our Housing Team, enabling us to build capacity and develop in-house expertise to meet need and address legal advice deserts. We have run a monthly telephone housing legal advice clinic for clients of Lighthouse Women's Aid, advising **36 clients**, some of whom we have also been able to take on for casework under legal aid.

**5. Legal Aid (Housing):** This was impacted by the long term sickness absence from August 22-January 23 of our sole Housing Supervisor. Thanks to the stepping up of our Housing caseworker, recruitment of a locum housing solicitor and the consent of the Legal Aid Agency, we have managed our Legal Aid Agency (LAA) contract over this year, enabling us to support more clients to stay in their homes. This included the Court Duty Desk at Bury St Edmunds County Court. In total, the legal aid funded, pro bono work and those advised at the Court Duty Desk over this year has been **107 new clients**, with **127 housing issues resolved**.

**6. Family Legal Advice and Casework team:** A service to offer expert legal advice to people making an application to the Family Court in private children matters, or seeking help to find a Family lawyer. Our Family service has been funded by the Access To Justice Foundation (ATJF) and Ministry of Justice (MoJ) 'Legal Support to Litigants in Person' (LSLIP) programme until September 2022, and then through 'Help Accessing Legal Support' programme, also funded by ATJF/MoJ. From January 2023, FLAC has been funded by Suffolk County Council under its Violence Against Women and Girls strategy in support of our work with clients experiencing domestic abuse. Our fortnightly Family Support Clinic, which is run with the generous support of expert legal volunteers advised **159 clients** during the year. Our Family casework service was able to provide on-going advice and casework support to **24 clients** dealing with complex legal matters. Our Family Helpdesk at Ipswich Magistrates Court started operating again in January 2023 as Family courts reopened for in-person first hearings, provided information to **41 litigants in person**, including signposting through to our Family services. Between January - March 2023, we have supported **48 clients experiencing domestic abuse**.

# Suffolk Law Centre

## Trustees' annual report *(continued)*

### Year ended 31 March 2023

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**7. Legal Support to Litigants in Person (LSLIP):** This service provides initial advice, warm referral and wraparound support to clients with 'clustered' legal issues, including those facing additional barriers to access to justice such as English as an Additional Language. The service has been funded by the Access To Justice Foundation (ATJF) and Ministry of Justice (MoJ) 'Legal Support to Litigants in Person' (LSLIP) programme until September 2022, and then through 'Help Accessing Legal Support' programme, also funded by ATJF/MoJ. Legal Triage provided ongoing support and advice to **43 clients to resolve nearly 60 legal issues** during the year.

**8. EU Settled Status (EUSS) Complex Cases Project:** Through our partnership with Norfolk Community Law Service (NCLS), we have been able to continue this service to provide level 1 EUSS OISC registered immigration advice and triage to support EU citizens with their applications for settled status. We supported **41 clients** with their applications.

**9. AB Charitable Trust:** Unrestricted funding which supports the salary of our Practice Manager.

**10. Ipswich Borough Council Community Cash Grant:** Core funding to support our activities and meet some of our core staff costs and overheads.

#### Financial review

The charity continues to be dependent on grant funding to achieve its objectives. In the year under review the trustees are grateful to all those funders. The support from these organisations has ensured that Suffolk Law Centre continues to exist and to deliver services to the most vulnerable people of Suffolk. Additionally, we are very thankful to those individuals and organisations that have generously supported our work through donations.

Further information about our income and expenditure is set out in the Statement of Financial Activities and supporting notes.

Any cash resources not immediately required are held in bank and building society deposits under powers contained in the memorandum and articles of association.

Income has increased in the year to £476,815 (2022: £454,777) resulting in a net expenditure of £46,689 (2022: £48,972). This is expected and planned following the impact of the previous couple of years.

#### Reserves policy

The trustees actively review the reserves available on a regular basis and given the general uncertainty surrounding funding and project income aim to maintain reserves equivalent to approximately £130,000 (2022: £130,000). This figure is based on the expected level of expenditure over 6 months. This level of reserves takes into account existing and future commitments.

At the 31 March 2023 the free reserves held for general purposes amounted to £149,956 (2022: £152,494). The trustees will look to expense excess funds over the reserve target in due course.

# **Suffolk Law Centre**

## **Trustees' annual report** *(continued)*

### **Year ended 31 March 2023**

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#### **Plans for future periods**

Our priorities in our Strategic Plan for 2023-24 are:

1. Striving for sustainability in a post Covid19 environment,
2. Continuing to "Grow Our Own" legal staff and helping to train staff in other law centres in our specialist areas
3. Grow our Reserves to ensure we have funding for posts in periods between grants
4. Maximise efficiency so that we can do more with what we have,
5. Expanding our social policy, scrutiny and public legal education work
6. When resources are available, filling legal advice gaps in terms of social welfare legal issues, in rural areas and those areas in Essex and Cambridge bordering Suffolk

# **Suffolk Law Centre**

## **Trustees' annual report** *(continued)*

**Year ended 31 March 2023**

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

Suffolk Law Centre is a Charitable Incorporated Organisation and a charity registered in effect from 12 December 2017. The charity is constituted and governed by trustees under the terms of its memorandum and articles of association.

The current board of trustees and the changes which have occurred since the previous annual report are as stated in the reference and administrative details of these accounts.

During this period, the Board of Trustees made a decision to recruit and appoint a new Board of Trustees for Suffolk Law Centre, save for the existing Treasurer. The new Trustees were appointed at a Board Meeting on 18th April 2023, during which the existing Trustees stood down, save for the Treasurer, P. Burton.

### **Recruitment and appointment of new trustees**

New trustees are invited to attend a meeting with the Chairman and the trustees to familiarise themselves with the charity and the context within which it operates.

Our policy for appointing new trustees is to search out people who have skills and characteristics that will be beneficial to the charity. On appointment the trustees receive a copy of the governing documents and Charity Commission trustee documents. New trustees are briefed on the background and work of the charity and future aims.

### **Risk management**

The trustees have identified the major risks facing the charity and have assessed their potential impact. Appropriate systems have been established to monitor and manage these risks.

The Board of Trustees follows the Charity Commissions guidance 'Charities and risk management' in identifying and weighting risks.

### **Related parties**

The trustees are trustees of the associated charity Ipswich and Suffolk Council for Racial Equality, known throughout these accounts and locally as ISCRE, who have a close working relationship with Suffolk Law Centre and share space and expertise. This is applicable only until 18th April 2023, after which the ISCRE Trustees stood down.

### **True and fair override**

The financial statements have been prepared to give a 'true and fair' view and 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 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

### **Independent examiner reappointment**

A resolution to appoint L Thurston of Lovewell Blake LLP as independent examiner will be proposed at the next Annual General Meeting.

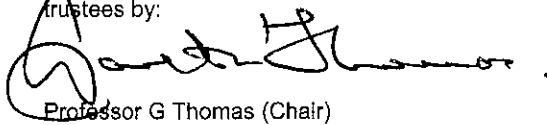
# Suffolk Law Centre

## Trustees' annual report *(continued)*

Year ended 31 March 2023

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The trustees' annual report was approved on 01/11/2023 and signed on behalf of the board of trustees by:



Professor G Thomas (Chair)  
Trustee

## Suffolk Law Centre

### Independent examiner's report to the trustees of Suffolk Law Centre

Year ended 31 March 2023

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I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 March 2023 which comprise the statement of financial activities, balance sheet and the related notes.

#### Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 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

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

I have completed my examination. I confirm that no material 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 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 accounts to be reached.

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) 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) 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 since been withdrawn.

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



L Thurston FCCA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

1 December 2023

# Suffolk Law Centre

## Statement of financial activities

Year ended 31 March 2023

|                                                 |      | Unrestricted<br>funds | 2023<br>Restricted<br>funds | Total funds     | 2022<br>Total funds |
|-------------------------------------------------|------|-----------------------|-----------------------------|-----------------|---------------------|
|                                                 | Note | £                     | £                           | £               | £                   |
| <b>Income and endowments</b>                    |      |                       |                             |                 |                     |
| Donations, grants and legacies                  | 4    | 58,535                | 361,258                     | 419,793         | 443,963             |
| Charitable activities                           |      | 57,022                | –                           | 57,022          | 10,814              |
| <b>Total income</b>                             |      | <u>115,557</u>        | <u>361,258</u>              | <u>476,815</u>  | <u>454,777</u>      |
| <b>Expenditure</b>                              |      |                       |                             |                 |                     |
| Charitable activities                           | 5    | 127,288               | 396,216                     | 523,504         | 503,749             |
| <b>Total expenditure</b>                        |      | <u>127,288</u>        | <u>396,216</u>              | <u>523,504</u>  | <u>503,749</u>      |
| <b>Net expenditure before transfer of funds</b> |      | (11,731)              | (34,958)                    | (46,689)        | (48,972)            |
| Transfers between funds                         |      | 6,799                 | (6,799)                     | –               | –                   |
| <b>Net movement in funds</b>                    |      | <u>(4,932)</u>        | <u>(41,757)</u>             | <u>(46,689)</u> | <u>(48,972)</u>     |
| <b>Reconciliation of funds</b>                  |      |                       |                             |                 |                     |
| Total funds brought forward                     |      | 163,053               | 152,387                     | 315,440         | 364,412             |
| <b>Total funds carried forward</b>              |      | <u>158,121</u>        | <u>110,630</u>              | <u>268,751</u>  | <u>315,440</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 11 to 22 form part of these financial statements.

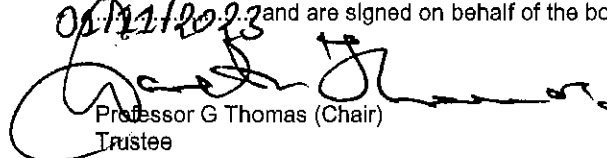
# Suffolk Law Centre

## Balance sheet

31 March 2023

|                                                       | Note | 2023<br>£ | £       | 2022<br>£ | £       |
|-------------------------------------------------------|------|-----------|---------|-----------|---------|
| <b>Fixed assets</b>                                   |      |           |         |           |         |
| Tangible fixed assets                                 | 9    |           | 4,495   |           | 9,079   |
| <b>Current assets</b>                                 |      |           |         |           |         |
| Debtors                                               | 10   | 14,329    |         | 25,850    |         |
| Cash at bank and In hand                              |      | 317,507   |         | 365,592   |         |
|                                                       |      | 331,836   |         | 391,442   |         |
| <b>Creditors: Amounts falling due within one year</b> | 11   | (67,580)  |         | (85,081)  |         |
| <b>Net current assets</b>                             |      |           | 264,256 |           | 306,361 |
| <b>Total assets less current liabilities</b>          |      |           | 268,751 |           | 315,440 |
| <b>Net assets</b>                                     |      |           | 268,751 |           | 315,440 |
| <b>Funds of the charity</b>                           |      |           |         |           |         |
| Restricted funds                                      |      |           | 110,630 |           | 152,387 |
| Unrestricted funds                                    |      |           | 158,121 |           | 163,053 |
| <b>Total charity funds</b>                            | 12   |           | 268,751 |           | 315,440 |

These financial statements were approved by the board of trustees and authorised for issue on 09/11/2023 and are signed on behalf of the board by:

  
Professor G Thomas (Chair)  
Trustee

The notes on pages 11 to 22 form part of these financial statements.

# **Suffolk Law Centre**

## **Notes to the financial statements**

**Year ended 31 March 2023**

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### **1. General Information**

The charity is a registered Charitable Incorporated Organisation in England and Wales. The address of the principal and operating office is 46A St. Matthews Street, Ipswich, Suffolk, IP1 3EP, United Kingdom.

### **2. Statement of compliance**

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and 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 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

### **3. Accounting policies**

#### **Basis of preparation**

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### **Going concern**

The accounts have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient for the charity to be able to continue as a going concern.

#### **Income tax**

As a registered charity, the activities are exempt from United Kingdom Income and Corporation taxation, provided that the income is applied to charitable purposes.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

**Year ended 31 March 2023**

---

### **3. Accounting policies *(continued)***

#### **Income**

All income is included in the statement of financial activities when entitlement has passed to the charity. It is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- Income from grants and contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

#### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

|                    |                     |
|--------------------|---------------------|
| Computer equipment | - 33% straight line |
|--------------------|---------------------|

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2023

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### 3. Accounting policies *(continued)*

#### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt Instruments are subsequently measured at amortised cost.

### 4. Donations, grants and legacies

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b> |                            |                          |                          |
| Donations        | 27,189                     | 7,750                    | 34,939                   |
| <b>Grants</b>    |                            |                          |                          |
| Grants           | 31,346                     | 353,508                  | 384,854                  |
|                  | <u>58,535</u>              | <u>361,258</u>           | <u>419,793</u>           |

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b> |                            |                          |                          |
| Donations        | 38,182                     | —                        | 38,182                   |
| <b>Grants</b>    |                            |                          |                          |
| Grants           | 20,000                     | 385,781                  | 405,781                  |
|                  | <u>58,182</u>              | <u>385,781</u>           | <u>443,963</u>           |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2023

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### 4. Donations, grants and legacies *(continued)*

#### Analysis of grant income

|                                 | Total 2023<br>£ | Total 2022<br>£ |
|---------------------------------|-----------------|-----------------|
| <b>Restricted</b>               |                 |                 |
| Access to Justice Foundation    | 117,680         | 143,571         |
| The Legal Education Foundation  | 91,803          | 63,714          |
| The National Lottery Foundation | 32,714          | 126,315         |
| Suffolk Community Foundation    | 27,000          | –               |
| Tudor Trust                     | 19,250          | 34,000          |
| Other grants received           | 14,035          | 14,181          |
| Norfolk Community Law Service   | 11,026          | –               |
| Essex Community Foundation      | 10,000          | –               |
| Allen and Overy                 | 10,000          | –               |
| Awards for All                  | 10,000          | –               |
| The Barling Foundation          | 10,000          | –               |
| Foundation                      | –               | 4,000           |
|                                 | <u>353,508</u>  | <u>385,781</u>  |
| <b>Unrestricted</b>             |                 |                 |
| AB Charitable Trust             | 20,646          | 20,000          |
| Other unrestricted grants       | 10,700          | –               |
|                                 | <u>31,346</u>   | <u>20,000</u>   |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2023

### 5. Expenditure on charitable activities

|               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ |
|---------------|----------------------------|--------------------------|--------------------------|
| Staff costs   | 40,178                     | 304,239                  | 344,417                  |
| Support costs | 87,110                     | 91,977                   | 179,087                  |
|               | <u>127,288</u>             | <u>396,216</u>           | <u>523,504</u>           |

|               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|---------------|----------------------------|--------------------------|--------------------------|
| Staff costs   | 25,064                     | 309,766                  | 334,830                  |
| Support costs | 43,106                     | 125,813                  | 168,919                  |
|               | <u>68,170</u>              | <u>435,579</u>           | <u>503,749</u>           |

#### Analysis of support costs

|                              | 2023<br>£      | 2022<br>£      |
|------------------------------|----------------|----------------|
| Project costs                | 136,374        | 125,415        |
| Office costs                 | 18,604         | 8,854          |
| Rent                         | 7,056          | 8,798          |
| Insurance                    | 388            | 410            |
| Travel costs                 | 503            | 105            |
| Depreciation                 | 4,584          | 5,183          |
| Advertising                  | 1,587          | 868            |
| Legal and professional costs | 7,970          | 16,322         |
| Independent examination fees | 2,021          | 2,964          |
|                              | <u>179,087</u> | <u>168,919</u> |

### 6. Net expenditure

Net expenditure is stated after charging/(crediting):

|                                       | 2023<br>£    | 2022<br>£    |
|---------------------------------------|--------------|--------------|
| Depreciation of tangible fixed assets | <u>4,584</u> | <u>5,183</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2023

#### 7. Staff costs

The total staff costs and employee benefit for the reporting period are analysed as follows:

|                       | 2023           | 2022           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 323,793        | 312,445        |
| Social security costs | 19,745         | 16,135         |
| Pension costs         | 879            | 6,250          |
|                       | <u>344,417</u> | <u>334,830</u> |

The average head count of employees during the year was 17 (2022: 17).

No employee received employee benefits of more than £60,000 during the year (2022: £Nil).

The key management personnel of the charity comprise the trustees and senior management team as listed on the reference and administration details page of these accounts. The total value of remuneration and benefits received by Key Management Personnel was £87,812 (2022: £31,353). This figure has increased in comparison to previous years as the Key Management Personnel has increased to three staff members (two full time and one part time), instead of two part-time staff.

#### 8. Trustee remuneration and expenses

No trustees received any remuneration or reimbursed expenses during this or the prior year.

#### 9. Tangible fixed assets

|                                   | Computer equipment<br>£ |
|-----------------------------------|-------------------------|
| <b>Cost</b>                       |                         |
| At 1 April 2022 and 31 March 2023 | <u>16,701</u>           |
| <b>Depreciation</b>               |                         |
| At 1 April 2022                   | 7,622                   |
| Charge for the year               | <u>4,584</u>            |
| <b>At 31 March 2023</b>           | <u>12,206</u>           |
| <b>Carrying amount</b>            |                         |
| At 31 March 2023                  | <u>4,495</u>            |
| At 31 March 2022                  | <u>9,079</u>            |

#### 10. Debtors

|                                | 2023          | 2022          |
|--------------------------------|---------------|---------------|
|                                | £             | £             |
| Trade debtors                  | 4,883         | 16,250        |
| Prepayments and accrued income | <u>9,446</u>  | <u>9,600</u>  |
|                                | <u>14,329</u> | <u>25,850</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2023

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**11. Creditors: Amounts falling due within one year**

|                              | 2023          | 2022          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Trade creditors              | 8,375         | 18,311        |
| Accruals and deferred income | 2,942         | 2,538         |
| Other creditors              | 56,263        | 64,232        |
|                              | <u>67,580</u> | <u>85,081</u> |

# Suffolk Law Centre

## Notes to the financial statements (continued)

### Year ended 31 March 2023

#### 12. Analysis of charitable funds

##### Year ended 31 March 2023

##### Restricted funds

|                                               | At 1 Apr 2022  | Income         | Expenditure      | Transfers      | At 31 Mar 2023 |
|-----------------------------------------------|----------------|----------------|------------------|----------------|----------------|
|                                               | £              | £              | £                | £              | £              |
| Legal Advice Clinic                           | 16,644         | 19,250         | (29,206)         | —              | 6,688          |
| Help Accessing Legal Support (HLAS)           | 9,104          | 50,500         | (49,579)         | —              | 10,025         |
| Tackling Discrimination In the East           | 43,604         | 32,714         | (76,509)         | 352            | 161            |
| Legal Aid - Housing                           | 1,000          | —              | —                | (1,000)        | —              |
| Legal Aid - Discrimination                    | 500            | —              | —                | (500)          | —              |
| EUSS                                          | (2,796)        | 11,026         | (8,474)          | —              | (244)          |
| Grow Your Own (Stronger Sector)               | 43,966         | 57,500         | (55,068)         | —              | 46,398         |
| Legal Support for Litigants In Person (LSLIP) | 7,159          | 54,286         | (61,831)         | 708            | 322            |
| Nationwide Community Fund                     | 13,620         | —              | (13,620)         | —              | —              |
| CJF round 2 - MOJ                             | 1,405          | —              | (1,405)          | —              | —              |
| CJF round 2 - other funders                   | 12,005         | —              | (12,005)         | —              | —              |
| Justice First Fellowship (2022-24)            | 5,413          | 34,304         | (40,085)         | —              | (368)          |
| Suffolk Hardship Fund                         | 763            | 7,000          | (7,763)          | —              | —              |
| Therlum Access                                | —              | 9,034          | (9,072)          | 38             | —              |
| Essex Community Foundation                    | —              | 10,000         | (6,203)          | —              | 3,797          |
| Quartet Community Foundation                  | —              | 5,000          | (5,000)          | —              | —              |
| Donations                                     | —              | 7,750          | (2,677)          | —              | 5,073          |
| Allen & Overy                                 | —              | 10,000         | (8,959)          | —              | 1,041          |
| Awards for all                                | —              | 10,000         | (2,263)          | —              | 7,737          |
| CJF round 3                                   | —              | 12,894         | (6,497)          | (6,397)        | —              |
| Violence Against Women & Girls                | —              | 20,000         | —                | —              | 20,000         |
| LCN/-Barings Disability Hub Project           | —              | 10,000         | —                | —              | 10,000         |
|                                               | <u>152,387</u> | <u>361,258</u> | <u>(396,216)</u> | <u>(6,799)</u> | <u>110,630</u> |
| <b>Designated funds</b>                       |                |                |                  |                |                |
| AB Charitable Trust                           | <u>4,286</u>   | <u>20,646</u>  | <u>(20,679)</u>  | <u>—</u>       | <u>4,253</u>   |
| <b>Unrestricted funds</b>                     |                |                |                  |                |                |
| General Funds                                 | <u>158,767</u> | <u>94,911</u>  | <u>(106,609)</u> | <u>6,799</u>   | <u>153,868</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2023

#### Year ended 31 March 2022

##### Restricted funds

|                                                                | At 1 Apr 2021  | Income         | Expenditure      | Transfers      | At 31 Mar 2022 |
|----------------------------------------------------------------|----------------|----------------|------------------|----------------|----------------|
|                                                                | £              | £              | £                | £              | £              |
| Legal Advice Clinic                                            | 14,705         | 34,000         | (32,061)         | –              | 16,644         |
| Help Accessing Legal Support (HLAS)                            | 20,411         | –              | (11,307)         | –              | 9,104          |
| Health Justice Partnership Tackling Discrimination In the East | 1,501          | –              | –                | (1,501)        | –              |
| Legal Aid - Housing                                            | 43,829         | 126,315        | (126,540)        | –              | 43,604         |
| Legal Aid - Discrimination                                     | 4,516          | 6,460          | (9,976)          | –              | 1,000          |
| EUSS                                                           | –              | 4,354          | (3,854)          | –              | 500            |
| Grow Your Own (Stronger Sector)                                | (3,843)        | 14,181         | (13,134)         | –              | (2,796)        |
| Legal Support for Litigants in Person (LSLiP)                  | 50,814         | 48,750         | (55,598)         | –              | 43,966         |
| Nationwide Community Fund                                      | 24,939         | 108,571        | (126,351)        | –              | 7,159          |
| CJF round 2 - MOJ                                              | 36,000         | –              | (22,380)         | –              | 13,620         |
| CJF round 2 - other funders                                    | –              | 22,995         | (21,590)         | –              | 1,405          |
| Justice First Fellowship (2022-24)                             | –              | 12,005         | –                | –              | 12,005         |
| Suffolk Hardship Fund                                          | –              | 14,964         | (9,551)          | –              | 5,413          |
|                                                                | –              | 4,000          | (3,237)          | –              | 763            |
|                                                                | <u>192,872</u> | <u>396,595</u> | <u>(435,579)</u> | <u>(1,501)</u> | <u>152,387</u> |

##### Designated funds

|                     |               |               |                 |              |              |
|---------------------|---------------|---------------|-----------------|--------------|--------------|
| AB Charitable Trust | 4,000         | 20,000        | (19,714)        | –            | 4,286        |
| Justice Bus (ATJF)  | 9,682         | –             | (9,682)         | –            | –            |
| Right To Be Here    | 3,323         | –             | (3,323)         | –            | –            |
| Foundation          | 1,600         | –             | (3,101)         | 1,501        | –            |
| Trust               | 1,645         | –             | (1,645)         | –            | –            |
|                     | <u>20,250</u> | <u>20,000</u> | <u>(37,465)</u> | <u>1,501</u> | <u>4,286</u> |

##### Unrestricted funds

|               |                |               |                 |          |                |
|---------------|----------------|---------------|-----------------|----------|----------------|
| General Funds | <u>151,290</u> | <u>38,182</u> | <u>(30,705)</u> | <u>–</u> | <u>158,767</u> |
|---------------|----------------|---------------|-----------------|----------|----------------|

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2023

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#### **Restricted fund purposes:**

- Legal Advice Clinic: Funding from the Tudor Trust to administer the service and fund the post of Reception & LAC Triage Officer.
- Help Accessing Legal Support (HLAS): Funding from The Legal Education Fund to pay for the post of Trainee Solicitor and supervision costs.
- Tackling Discrimination in the East: Funding from the National Lottery Community Fund to offer legal advice and casework in discrimination, including The 3 C's (Complain + Challenge = Change). A co-production project with community partners Ace Anglia and Autism Anglia to raise awareness of discrimination amongst people with learning disabilities and autism.
- EUSS: Funded by the Home Office, a partnership with Norfolk Community Law Service, to fund and continue to provide advice and Level 1 EUSS support to EU/EEA citizens applying for settled status.
- Grow Your Own (Stronger Sector): Funding from The Legal Education Foundation under their Stronger Sector programme. This flexible development grant is enabling us to build capacity and develop in-house expertise to meet need and address legal advice deserts.
- Legal Support for Litigants in Person (LSLIP): Funded by Access to Justice Foundation and the Ministry of Justice to provide early legal advice and casework support to litigants in person. This funding supported the development of our Family Legal Advice team - Family Paralegal, Trainee Family Caseworker and Family Supervisor, as well as our Legal Triage service.
- Justice First Fellowship (2022-24): Funding from The Legal Education Fund to pay for the post of Trainee Solicitor and supervision costs.
- Essex Community Foundation: Funding to support our Housing pro bono outreach work in North Essex.
- Donations: Funding received to support the furtherance of the specific purposes set out by the fund provider.
- Allen & Overy: Funding received to support the furtherance of the specific purposes set out by the fund provider.
- Awards for all: Funding received to support the furtherance of the specific purposes set out by the fund provider.
- Violence Against Women & Girls: Funding received to support the furtherance of the specific purposes set out by the fund provider.
- LCN/-Barings Disability Hub Project: Funding received to support the furtherance of the specific purposes set out by the fund provider.

#### **The following restricted projects have been completed:**

- Legal Aid Discrimination and Legal Aid Housing: Legal Aid funding for Housing contracts which have been reassessed and confirmed as unrestricted with the transfers reflected in these accounts.
- Nationwide Community Fund: To fund our housing advice and casework that does not come under legal aid, including a trainee Housing Caseworker post.

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2023

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- CJF round 2 MOJ and other funders: To fund a place on the Management & Leadership Programme run by Legal Aid Practitioners Group (LAPG) and management consultancy.
- Suffolk Hardship Fund: Funding from the Suffolk Community Foundation received to support the furtherance of the specific purposes set out by the fund provider.
- Therium Access: Funding to support pro bono legal casework and representation in discrimination.
- Quartet Community Foundation: Funding to support unfunded staff posts in legal casework.
- CJF round 3: Funding received to support the furtherance of the specific purposes set out by the fund provider, after the year end date this project has been reassessed and confirmed as unrestricted with the transfer reflected in these accounts.
- Health Justice Partnership: Funding to support research and the report - 'Improving Access to Health Justice in Suffolk'. This project was completed in the year ended 31 March 2022.

#### **Designated fund purposes:**

- AB Charitable Trust: A fund that has been reviewed as unrestricted but designated towards the salary of the Practice Manager to support the ongoing development and running of Suffolk Law Centre.

#### **The following designated projects have been completed:**

- Justice Bus (ATJF): Mobile Legal Triage project to take access to justice to rural, vulnerable communities in Suffolk, funded by a Justice Foundation, for which confirmation was sought and approved to utilise towards designated future paralegal costs of the charity as at the prior year end date.
- Right To Be Here: Funding from The Guardian Christmas Appeal to support the various projects as stipulated by the fund provider, for which confirmation was sought and approved to utilise remaining funds towards future designated funds of the charity as at the prior year end date.
- Foundation: Funding designated to support clients with disabilities. This project was completed in the year ended 31 March 2022.
- A Trust: Designated to fund our Legal Advice Clinics (LAC) and the post of Reception & Triage Officer. This project was completed in the year ended 31 March 2022.

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2023

### 13. Analysis of net assets between funds

31 March 2023

|                       | General<br>Funds | Designated<br>Funds | Restricted<br>Funds | Total<br>Funds |
|-----------------------|------------------|---------------------|---------------------|----------------|
|                       | £                | £                   | £                   | £              |
| Tangible fixed assets | 3,912            | 100                 | 483                 | 4,495          |
| Current assets        | 149,956          | 4,153               | 110,147             | 264,256        |
| <b>Net Assets</b>     | <b>153,868</b>   | <b>4,253</b>        | <b>110,630</b>      | <b>268,751</b> |

31 March 2022

|                       | General<br>Funds | Designated<br>Funds | Restricted<br>Funds | Total<br>Funds |
|-----------------------|------------------|---------------------|---------------------|----------------|
|                       | £                | £                   | £                   | £              |
| Tangible fixed assets | 6,274            | 299                 | 2,506               | 9,079          |
| Current assets        | 152,493          | 3,987               | 149,881             | 306,361        |
| <b>Net Assets</b>     | <b>158,767</b>   | <b>4,286</b>        | <b>152,387</b>      | <b>315,440</b> |

### 14. Operating lease commitments

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

|                                       | 2023  | 2022  |
|---------------------------------------|-------|-------|
|                                       | £     | £     |
| Not later than 1 year for office rent | 1,200 | 1,200 |

### 15. Related parties

During the year the charity incurred costs of £41,531 (2022: £66,360) received income of £27,479 (2022: £27,913) and made net payments after receipts of £12,393 (2022: £45,927) from Ipswich and Suffolk Council for Racial Equality, a related party charity which shares a number of trustees with the Suffolk Law Centre. At the year end there was an outstanding creditor owed to Ipswich and Suffolk Council for Racial Equality totalling £1,658 (2022: £Nil).

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# Accounts

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CHARITY REGISTRATION NUMBER: 1176229

**Suffolk Law Centre**  
**Unaudited financial statements**  
**31 March 2022**

# **Suffolk Law Centre**

## **Financial statements**

**Year ended 31 March 2022**

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|                                               | <b>Pages</b>    |
|-----------------------------------------------|-----------------|
| Trustees' annual report                       | <b>1 to 7</b>   |
| Independent examiner's report to the trustees | <b>8</b>        |
| Statement of financial activities             | <b>9</b>        |
| Balance sheet                                 | <b>10</b>       |
| Statement of cash flows                       | <b>11</b>       |
| Notes to the financial statements             | <b>12 to 22</b> |

# Suffolk Law Centre

## Trustees' annual report

### Year ended 31 March 2022

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, 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 published in October 2019.

#### Reference and administrative details

|                                    |                                                                            |
|------------------------------------|----------------------------------------------------------------------------|
| <b>Registered charity name</b>     | Suffolk Law Centre                                                         |
| <b>Charity registration number</b> | 1176229                                                                    |
| <b>Principal office</b>            | 46A St. Matthews Street<br>Ipswich<br>Suffolk<br>IP1 3EP<br>United Kingdom |

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

G Clarke MBE (Chair)  
A Grant OBE  
B Howard  
E Pettman  
Dr S Rao  
D Weekes  
P Burton (Appointed 18/03/2022)  
S Muedec (Appointed 18/03/2022)  
C Cumberbatch (Resigned 07/10/2021)  
L Gooch (Resigned 18/03/2022)  
J Lea (Resigned 21/02/2022)

|                             |                                                                                                                                                |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Senior Management</b>    | A Ludwig (Director of Legal Services)                                                                                                          |
| <b>Charity Secretary</b>    | C Cumberbatch (Resigned 07/10/2021)<br>S Hawkins (Appointed 18/03/2022)                                                                        |
| <b>Independent examiner</b> | L Thurston FCCA<br>Lovewell Blake LLP<br>Chartered accountants<br>First Floor Suite<br>2 Hillside Business Park<br>Bury St Edmunds<br>IP32 7EA |

# **Suffolk Law Centre**

## **Trustees' annual report** *(continued)*

**Year ended 31 March 2022**

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### **Objectives and activities**

Suffolk Law Centre strives for a just and equal society where everyone's rights are valued and protected. We do this by providing legal support, services, information and education to the diverse communities of Suffolk and across East Anglia (and beyond). As a registered charity it is our purpose to alleviate poverty and to improve access to services. Our goal is to empower the people of Suffolk to understand and assert their legal rights. Equality runs as a core through everything we do.

### **Our Activities:**

We aim to provide legal services to help the diverse communities of Suffolk and to a lesser extent across East Anglia (and beyond).

- to gain equal access to justice
- challenge disadvantage and inequality, and
- to understand their legal rights, obligations and protections

### **Our Charitable Objects:**

The relief of poverty, suffering and distress and the advancement of education among people living or working in Suffolk and East Anglia generally and such other places as the Trustees shall determine (including within her Majesty's Prisons), by the provision of Legal Advice and Assistance, Representation and Information which they could not otherwise afford through lack of means.

### **Public benefit**

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 Public Benefit Requirement (PB1), Running a Charity (PB2) and Reporting (PB3).

## Suffolk Law Centre

### Trustees' annual report *(continued)*

#### Year ended 31 March 2022

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**9. EU Settled Status (EUSS) Complex Cases Project:** Building on our partnership with Law Centres Network 2019-20, we continued this service to provide level 1 immigration advice to support EU citizens to apply for settled status with firstly an extension to this grant to September 2020, and then a separate partnership with NCLS. In 2020-21, we supported 67 people with their applications.

**10. AB Charitable Trust:** Unrestricted funding which supports the salary of our Practice Manager.

**11. Ipswich Borough Council Community Cash Grant:** Core funding to support our activities and meet some of our core staff costs and overheads.

**12. EIRA Voucher Scheme (via University of Suffolk):** In conjunction with the University of Suffolk's Computing Course Leader (School of Engineering, Arts, Science and Technology), we secured funds to support the development of online forms.

**13. Access To Justice Foundation - Funder Plus:** Grant funding from the National Lottery Community Fund to support learning and development, including consultancy and one place on the Legal Aid Practitioner's Group (LAPG) Management and Leadership programme.

**14. Donations from City lawyers:** Through the initiative of Roger Finbow we have received various donations from high-net-worth individuals which has gone towards funding our part time Family Solicitor.

#### Financial review

The charity continues to be dependent on grant funding to achieve its objectives. In the year under review the trustees are grateful to all those funders. The support from these organisations has ensured that Suffolk Law Centre continues to exist and to deliver services to the most vulnerable people of Suffolk.

Further information about our income and expenditure is set out in the Statement of Financial Activities and supporting notes.

The legal costs mostly relate to addressing a complex complaint from a member of the public which required obtaining specialist counsels advice based upon which the complaint was not upheld. This was one-off expenditure. Any cash resources not immediately required are held in bank and building society deposits under powers contained in the memorandum and articles of association.

Income has decreased in the year to £454,777 (2021: £575,760) resulting in a net expenditure of £48,972 (2021: surplus of £124,751). This is expected and planned following the impact of the previous couple of years.

#### Reserves policy

The trustees actively review the reserves available on a regular basis and given the general uncertainty surrounding funding and project income aim to maintain reserves equivalent to approximately £130,000 (2021: £130,000). This figure is based on the expected level of expenditure over 6 months. This level of reserves takes into account existing and future commitments.

At the 31 March 2022 the free reserves held for general purposes amounted to £158,767 (2021: £171,540). The trustees will look to expense excess funds over the reserve target in due course.

# Suffolk Law Centre

## Trustees' annual report *(continued)*

**Year ended 31 March 2022**

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### Achievements and performance

#### Our Workstreams

**1. Legal Advice Clinics:** Our Legal Advice Clinics (LAC) continued to provide free legal advice through a range of specialist law clinics - family, employment, immigration, housing, personal injury and wills & probate, as well as a general law clinic. Following the switch to telephone advice in response to the pandemic, we have continued to offer clinics by phone, with email follow up information where required. Over this year our legal volunteers advised 557 clients. Although face-to-face callers were considerably reduced in 2021-22, our Triage and Reception Officer took over 1,729 enquiries by phone or email, making this our busiest year to date. We have 57 active volunteers on rota (with 13 who volunteer for us occasionally). We are very grateful to Tudor Trust for awarding us another two years funding from April 2022.

**2. Tackling Discrimination in the East Project (TDE):** Our flagship discrimination legal casework service, Tackling Discrimination in the East, offers legal casework to clients in Suffolk and Norfolk. Funded by the National Lottery Community Fund, TDE combines discrimination casework with a project to enable people with learning disabilities and autism to tackle discrimination: co-produced with peer educators from Ace Anglia under the banner of 'The 3C's: Complain + Challenge = Change'. Over this year we offered legal casework to 87 clients. We also got to know our brilliant peer educators and worked together (online) to develop and deliver the training. The funding ended August 2022 and we are seeking replacement funding for this important service.

**3. Legal Aid (Discrimination):** Our Discrimination (Face-to-Face) Legal Aid Contract, which supplemented our discrimination casework was suspended by mutual agreement between June 21 until April 22, due to sickness of our Discrimination Supervisor and the decision by her to cease doing casework. So, the caseload of client cases eligible for legal aid was only 9 clients over this year. We have now trained up a replacement Supervisor so the legal aid contract has resumed, though will build up slowly.

**4. Housing Team Grow Your Own funding:** Supported by funding from The Legal Education Foundation (TLEF), our Housing team has continued to progress over this year, with 1 trainee legal caseworkers joining us. This 3-year flexible development grant is enabling us to build capacity and develop in-house expertise to meet need and address legal advice deserts.

**5. Legal Aid (Housing):** We have successfully managed our Legal Aid Agency (LAA) contract over this year, enabling us to support more clients to stay in their homes. We also won a contract for the Court Duty Desk at Bury St Edmunds County Court. We are building a steady income-stream through legal aid funded work. In total, the combined caseload of legal aid funded, pro bono work and those advised at the Court Duty Desk over this year has been 122 clients.

**6. Nationwide (Housing):** To support the development of our Housing team and to keep doing work that falls outside of the scope of Housing Legal Aid, we secured funding from Nationwide (starting April 2021) to enable us to extend caseworker's contracts into 2021-22.

**7. Family Legal Advice and Casework team:** A service to offer expert legal advice to people making an application to the Family Court or seeking help to find a Family lawyer. The staff team has helped 105 clients this year. Our fortnightly Family Support Clinic, which is run with the generous support of expert legal volunteers offered 171 appointments to clients during the year. Our Family Helpdesk at Ipswich Magistrates Court has been impacted by physical courts being closed during 2021-22, but we are working to reopen it in 2022.

**8. Legal Support to Litigants in Person (LSLiP):** In partnership with Norfolk Community Law Service (NCLS), the LSLiP project was funded by Access To Justice Foundation and the Ministry of Justice. Our Legal Triage Officers offered initial advice, warm referral and triage to 129 clients with clustered and often complex legal issues.

# **Suffolk Law Centre**

## **Trustees' annual report** *(continued)*

**Year ended 31 March 2022**

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### **Plans for future periods**

Our priorities in our Strategic Plan for 2022-23 are:

1. Striving for sustainability in a post Covid19 environment,
2. Continuing to "Grow Our Own" legal staff and helping to train staff in other law centres in our specialist areas
3. Grow our Reserves to ensure we have funding for posts in periods between grants
4. Maximise efficiency so that we can do more with what we have,
5. Expanding our social policy, scrutiny and public legal education work
6. When resources are available, filling legal advice gaps in terms of social welfare legal issues, in rural areas and those areas in Essex and Cambridge bordering Suffolk

# **Suffolk Law Centre**

## **Trustees' annual report** *(continued)*

### **Year ended 31 March 2022**

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

Suffolk Law Centre is a Charitable Incorporated Organisation and a charity registered in effect from 12 December 2017. The charity is constituted and governed by trustees under the terms of its memorandum and articles of association.

The current board of trustees and the changes which have occurred since the previous annual report are as stated in the reference and administrative details of these accounts.

#### **Recruitment and appointment of new trustees**

New trustees are invited to attend a meeting with the Chairman and the trustees to familiarise themselves with the charity and the context within which it operates.

Our policy for appointing new trustees is to search out people who have skills and characteristics that will be beneficial to the charity. On appointment the trustees receive a copy of the governing documents and Charity Commission trustee documents. New trustees are briefed on the background and work of the charity and future aims.

#### **Risk management**

The trustees have identified the major risks facing the charity and have assessed their potential impact. Appropriate systems have been established to monitor and manage these risks.

The Board of Trustees follows the Charity Commissions guidance 'Charities and risk management in identifying and weighting risks.

#### **Related parties**

The trustees are trustees of the associated charity Ipswich and Suffolk Council for Racial Equality, known throughout these accounts and locally as ISCRE, who have a close working relationship with Suffolk Law Centre and share space and expertise.

#### **True and fair override**

The financial statements have been prepared to give a 'true and fair' view and 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 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

#### **Independent examiner reappointment**

A resolution to appoint L Thurston of Lovewell Blake LLP as independent examiner will be proposed at the next Annual General Meeting.

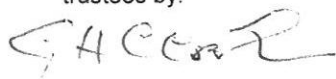
## Suffolk Law Centre

### Trustees' annual report *(continued)*

Year ended 31 March 2022

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The trustees' annual report was approved on 18/10/22 ..... and signed on behalf of the board of trustees by:



G Clarke MBE (Chair)  
Trustee

## Suffolk Law Centre

### Independent examiner's report to the trustees of Suffolk Law Centre

Year ended 31 March 2022

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I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 March 2022 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes.

#### Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 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

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

I have completed my examination. I confirm that no material 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 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 accounts to be reached.

Your attention is drawn to the fact that the Charity has prepared the accounts (financial statements) 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) 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 since been withdrawn.

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

 4/11/22

L Thurston FCCA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

# Suffolk Law Centre

## Statement of financial activities

Year ended 31 March 2022

|                                                          |   | Unrestricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ | Total funds<br>£ | 2021<br>Total funds<br>£ |
|----------------------------------------------------------|---|----------------------------|----------------------------------|------------------|--------------------------|
| <b>Income and endowments</b>                             |   |                            |                                  |                  |                          |
| Donations, grants and legacies                           | 4 | 58,182                     | 396,595                          | 454,777          | 575,760                  |
| <b>Total income</b>                                      |   | <u>58,182</u>              | <u>396,595</u>                   | <u>454,777</u>   | <u>575,760</u>           |
| <b>Expenditure</b>                                       |   |                            |                                  |                  |                          |
| Charitable activities                                    | 5 | 68,170                     | 435,579                          | 503,749          | 451,009                  |
| <b>Total expenditure</b>                                 |   | <u>68,170</u>              | <u>435,579</u>                   | <u>503,749</u>   | <u>451,009</u>           |
| <b>Net (expenditure)/income before transfer of funds</b> |   | (9,988)                    | (38,984)                         | (48,972)         | 124,751                  |
| Transfers between funds                                  |   | 1,501                      | (1,501)                          | —                | —                        |
| <b>Net movement in funds</b>                             |   | <u>(8,487)</u>             | <u>(40,485)</u>                  | <u>(48,972)</u>  | <u>124,751</u>           |
| <b>Reconciliation of funds</b>                           |   |                            |                                  |                  |                          |
| Total funds brought forward                              |   | 171,540                    | 192,872                          | 364,412          | 239,661                  |
| <b>Total funds carried forward</b>                       |   | <u>163,053</u>             | <u>152,387</u>                   | <u>315,440</u>   | <u>364,412</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 12 to 22 form part of these financial statements.

# Suffolk Law Centre

## Balance sheet

31 March 2022

|                                                       | Note | 2022<br>£       | £              | 2021<br>£       | £              |
|-------------------------------------------------------|------|-----------------|----------------|-----------------|----------------|
| <b>Fixed assets</b>                                   |      |                 |                |                 |                |
| Tangible fixed assets                                 | 9    |                 | 9,079          |                 | 12,729         |
| <b>Current assets</b>                                 |      |                 |                |                 |                |
| Debtors                                               | 10   | 25,850          |                | 12,250          |                |
| Cash at bank and in hand                              |      | 365,592         |                | 406,294         |                |
|                                                       |      | <u>391,442</u>  |                | <u>418,544</u>  |                |
| <b>Creditors: Amounts falling due within one year</b> | 11   | <u>(85,081)</u> |                | <u>(66,861)</u> |                |
| <b>Net current assets</b>                             |      |                 | 306,361        |                 | 351,683        |
| <b>Total assets less current liabilities</b>          |      |                 | <u>315,440</u> |                 | <u>364,412</u> |
| <b>Net assets</b>                                     |      |                 | <u>315,440</u> |                 | <u>364,412</u> |
| <b>Funds of the charity</b>                           |      |                 |                |                 |                |
| Restricted funds                                      |      |                 | 152,387        |                 | 192,872        |
| Unrestricted funds                                    |      |                 | 163,053        |                 | 171,540        |
| <b>Total charity funds</b>                            | 12   |                 | <u>315,440</u> |                 | <u>364,412</u> |

These financial statements were approved by the board of trustees and authorised for issue on 12.10.22, and are signed on behalf of the board by:

  
G Clarke MBE  
Trustee

The notes on pages 12 to 22 form part of these financial statements.

## Suffolk Law Centre

### Statement of cash flows

Year ended 31 March 2022

|                                                             | 2022<br>£      | 2021<br>£      |
|-------------------------------------------------------------|----------------|----------------|
| <b>Cash flows from operating activities</b>                 |                |                |
| Net (expenditure)/income                                    | (48,972)       | 124,751        |
| <i>Adjustments for:</i>                                     |                |                |
| Depreciation of tangible fixed assets                       | 5,183          | 1,840          |
| Accrued expenses                                            | 144            | —              |
| <i>Changes in:</i>                                          |                |                |
| Trade and other debtors                                     | (13,600)       | 9,187          |
| Trade and other creditors                                   | 18,076         | 58,142         |
| Cash generated from operations                              | (39,169)       | 193,920        |
| Net cash (used in)/from operating activities                | (39,169)       | 193,920        |
| <b>Cash flows from investing activities</b>                 |                |                |
| Purchase of tangible assets                                 | (1,533)        | (12,652)       |
| Net cash used in investing activities                       | (1,533)        | (12,652)       |
| <b>Net (decrease)/increase in cash and cash equivalents</b> | (40,702)       | 181,268        |
| <b>Cash and cash equivalents at beginning of year</b>       | <u>406,294</u> | <u>225,026</u> |
| <b>Cash and cash equivalents at end of year</b>             | <u>365,592</u> | <u>406,294</u> |

The notes on pages 12 to 22 form part of these financial statements.

# Suffolk Law Centre

## Notes to the financial statements

Year ended 31 March 2022

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### 1. General information

The charity is a registered Charitable Incorporated Organisation in England and Wales. The address of the principal office is 46A St. Matthews Street, Ipswich, Suffolk, IP1 3EP, United Kingdom.

### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and 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 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

### 3. Accounting policies

#### Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### Going concern

The accounts have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient for the charity to be able to continue as a going concern.

#### Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the company will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

## **Suffolk Law Centre**

### **Notes to the financial statements** *(continued)*

**Year ended 31 March 2022**

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#### **3. Accounting policies** *(continued)*

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### **Income**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- Income from grants and contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **Operating leases**

The lease payments are for rent and recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2022

### 3. Accounting policies *(continued)*

#### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

#### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Computer equipment - 33% straight line

#### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

### 4. Donations, grants and legacies

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b> |                            |                          |                          |
| Donations        | 38,182                     | —                        | 38,182                   |
| <b>Grants</b>    |                            |                          |                          |
| Grants           | 20,000                     | 396,595                  | 416,595                  |
|                  | <u>58,182</u>              | <u>396,595</u>           | <u>454,777</u>           |
|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
| <b>Donations</b> |                            |                          |                          |
| Donations        | 14,025                     | —                        | 14,025                   |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2022

### 4. Donations, grants and legacies *(continued)*

|                                 | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|---------------------------------|----------------------------|--------------------------|--------------------------|
| <b>Grants</b>                   |                            |                          |                          |
| Grants                          | 183,010                    | 378,725                  | 561,735                  |
|                                 | <u>197,035</u>             | <u>378,725</u>           | <u>575,760</u>           |
| <b>Analysis of grant income</b> |                            |                          |                          |
|                                 |                            | <b>Total 2022<br/>£</b>  | <b>Total 2021<br/>£</b>  |
| <b>Restricted</b>               |                            |                          |                          |
| Justice Foundation              |                            | 143,571                  | 59,686                   |
| Charity Fund                    |                            | 126,315                  | 114,824                  |
| Legal Foundation                |                            | 63,714                   | 99,639                   |
| Law Trust                       |                            | 34,000                   | 34,000                   |
| Other grants received           |                            | 14,181                   | 5,818                    |
| Legal Aid                       |                            | 10,814                   | 4,001                    |
| Foundation                      |                            | 4,000                    | 5,000                    |
| Charities Trust                 |                            | —                        | 36,000                   |
| Law Centre                      |                            | —                        | 19,757                   |
|                                 |                            | <u>396,595</u>           | <u>378,725</u>           |
| <b>Unrestricted</b>             |                            |                          |                          |
| Charitable Trust                |                            | 20,000                   | 20,000                   |
| Law Centre                      |                            | —                        | 88,000                   |
| Charity Fund                    |                            | —                        | 50,250                   |
| Council                         |                            | —                        | 23,574                   |
| Job Scheme                      |                            | —                        | 1,186                    |
|                                 |                            | <u>20,000</u>            | <u>183,010</u>           |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2022

### 5. Expenditure on charitable activities

|               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|---------------|----------------------------|--------------------------|--------------------------|
| Staff costs   | 25,064                     | 309,766                  | 334,830                  |
| Support costs | 43,106                     | 125,813                  | 168,919                  |
|               | <u>68,170</u>              | <u>435,579</u>           | <u>503,749</u>           |

|               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|---------------|----------------------------|--------------------------|--------------------------|
| Staff costs   | 88,544                     | 183,449                  | 271,993                  |
| Support costs | 25,867                     | 153,149                  | 179,016                  |
|               | <u>114,411</u>             | <u>336,598</u>           | <u>451,009</u>           |

#### Analysis of support costs

|                              | 2022<br>£      | 2021<br>£      |
|------------------------------|----------------|----------------|
| Project costs                | 125,415        | 129,959        |
| Office costs                 | 8,854          | 10,950         |
| Rent                         | 8,798          | 9,056          |
| Insurance                    | 410            | 1,288          |
| Travel costs                 | 105            | 592            |
| Depreciation                 | 5,183          | 1,840          |
| Advertising                  | 868            | 3,071          |
| Legal and professional costs | 16,322         | 19,866         |
| Independent examination fees | 2,964          | 2,394          |
|                              | <u>168,919</u> | <u>179,016</u> |

### 6. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

|                                       | 2022<br>£    | 2021<br>£    |
|---------------------------------------|--------------|--------------|
| Depreciation of tangible fixed assets | <u>5,183</u> | <u>1,840</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2022

#### 7. Staff costs

The total staff costs and employee benefit for the reporting period are analysed as follows:

|                       | 2022<br>£      | 2021<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 312,445        | 250,295        |
| Social security costs | 16,135         | 16,621         |
| Pension costs         | 6,250          | 5,077          |
|                       | <u>334,830</u> | <u>271,993</u> |

The average head count of employees during the year was 17 (2021: 15).

No employee received employee benefits of more than £60,000 during the year (2021: £Nil).

The key management personnel of the charity comprise the trustees and senior management team as listed on the reference and administration details page of these accounts. The total value of remuneration and benefits received by Key Management Personnel was £31,353 (2021: £38,763).

#### 8. Trustee remuneration and expenses

The trustees were neither entitled to, nor received, any remuneration from the charity during the year. The trustees received reimbursed expenditure for this charities activities totalling £Nil during the year from the charity (2021: £100).

#### 9. Tangible fixed assets

|                         | Computer<br>equipment<br>£ |
|-------------------------|----------------------------|
| <b>Cost</b>             |                            |
| At 1 April 2021         | 15,168                     |
| Additions               | <u>1,533</u>               |
| <b>At 31 March 2022</b> | <u>16,701</u>              |
| <b>Depreciation</b>     |                            |
| At 1 April 2021         | 2,439                      |
| Charge for the year     | <u>5,183</u>               |
| <b>At 31 March 2022</b> | <u>7,622</u>               |
| <b>Carrying amount</b>  |                            |
| <b>At 31 March 2022</b> | <u>9,079</u>               |
| At 31 March 2021        | <u>12,729</u>              |

#### 10. Debtors

|                                | 2022<br>£     | 2021<br>£     |
|--------------------------------|---------------|---------------|
| Trade debtors                  | 16,250        | 250           |
| Prepayments and accrued income | <u>9,600</u>  | <u>12,000</u> |
|                                | <u>25,850</u> | <u>12,250</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2022

#### 11. Creditors: Amounts falling due within one year

|                              | 2022<br>£     | 2021<br>£     |
|------------------------------|---------------|---------------|
| Trade creditors              | 18,311        | 56,987        |
| Accruals and deferred income | 2,538         | 2,394         |
| Other creditors              | 64,232        | 7,480         |
|                              | <u>85,081</u> | <u>66,861</u> |

#### 12. Analysis of charitable funds

##### Year ended 31 March 2022

##### Restricted funds

|                             | At 1 Apr 2021<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>£ | At 31 Mar<br>2022<br>£ |
|-----------------------------|--------------------|----------------|------------------|----------------|------------------------|
| Legal Advice Clinic         | 14,705             | 34,000         | (32,061)         | —              | 16,644                 |
| Legal Education             | 20,411             | —              | (11,307)         | —              | 9,104                  |
| Health Justice              | 1,501              | —              | —                | (1,501)        | —                      |
| Tackling Discrimination     | 43,829             | 126,315        | (126,540)        | —              | 43,604                 |
| Legal Aid - Housing         | 4,516              | 6,460          | (9,976)          | —              | 1,000                  |
| Legal Aid - Discrimination  | —                  | 4,354          | (3,854)          | —              | 500                    |
| Home Office                 | (3,843)            | 14,181         | (13,134)         | —              | (2,796)                |
| GYO                         | 50,814             | 48,750         | (55,598)         | —              | 43,966                 |
| Justice Foundation          | 24,939             | 108,571        | (126,351)        | —              | 7,159                  |
| Project Fund                | 36,000             | —              | (22,380)         | —              | 13,620                 |
| CJF round 2 - MOJ           | —                  | 22,995         | (21,590)         | —              | 1,405                  |
| CJF round 2 - other funders | —                  | 12,005         | —                | —              | 12,005                 |
| JFF - 2022-24               | —                  | 14,964         | (9,551)          | —              | 5,413                  |
| Hardship Fund - SCF         | —                  | 4,000          | (3,237)          | —              | 763                    |
|                             | <u>192,872</u>     | <u>396,595</u> | <u>(435,579)</u> | <u>(1,501)</u> | <u>152,387</u>         |

##### Designated funds

|                  |               |               |                 |              |              |
|------------------|---------------|---------------|-----------------|--------------|--------------|
| Charitable Trust | 4,000         | 20,000        | (19,714)        | —            | 4,286        |
| Justice Bus      | 9,682         | —             | (9,682)         | —            | —            |
| Right To Be Here | 3,323         | —             | (3,323)         | —            | —            |
| Foundation       | 1,600         | —             | (3,101)         | 1,501        | —            |
| Trust            | 1,645         | —             | (1,645)         | —            | —            |
|                  | <u>20,250</u> | <u>20,000</u> | <u>(37,465)</u> | <u>1,501</u> | <u>4,286</u> |

##### Unrestricted funds

|               |                |               |                 |          |                |
|---------------|----------------|---------------|-----------------|----------|----------------|
| General Funds | <u>151,290</u> | <u>38,182</u> | <u>(30,705)</u> | <u>—</u> | <u>158,767</u> |
|---------------|----------------|---------------|-----------------|----------|----------------|

# Suffolk Law Centre

## Notes to the financial statements (continued)

### Year ended 31 March 2022

#### Year ended 31 March 2021

#### Restricted funds

|                                    | At 1 Apr 2021  | Income         | Expenditure      | Transfers       | At 31 Mar 2022 |
|------------------------------------|----------------|----------------|------------------|-----------------|----------------|
|                                    | £              | £              | £                | £               | £              |
| Legal Advice Clinic                | 12,903         | 34,000         | (32,197)         | —               | 14,705         |
| Immigration Advice Centre          | 2,005          | —              | (2,005)          | —               | —              |
| Charitable Trust                   | 2,941          | —              | —                | (2,941)         | —              |
| Housing and Business Development   | 4,744          | —              | (4,744)          | —               | —              |
| Legal Education                    | 18,604         | 24,639         | (22,832)         | —               | 20,411         |
| Suffolk Family Law Support Project | 64             | —              | (64)             | —               | —              |
| Health Justice                     | 1,501          | —              | —                | —               | 1,501          |
| Legal Foundation                   | 16,660         | —              | (16,196)         | (464)           | —              |
| EUSS                               | —              | 6,110          | (858)            | (5,252)         | —              |
| Right To Be Here                   | 6,007          | —              | (2,685)          | (3,323)         | —              |
| Tackling Discrimination            | 46,949         | 114,824        | (117,944)        | —               | 43,829         |
| Housing Fund                       | 1,825          | —              | (1,825)          | —               | —              |
| Foundation                         | 5,000          | —              | (5,000)          | —               | —              |
| Justice Bus                        | 53,059         | —              | (42,894)         | (10,165)        | —              |
| Legal Aid - Housing                | 628            | 4,001          | (113)            | —               | 4,516          |
| Home Office                        | —              | 17,965         | (21,808)         | —               | (3,843)        |
| Covid Emergency Fund               | —              | 5,000          | (5,000)          | —               | —              |
| Foundation                         | —              | 1,500          | (1,500)          | —               | —              |
| GYO                                | —              | 75,000         | (24,186)         | —               | 50,814         |
| Justice Foundation                 | —              | 54,286         | (29,347)         | —               | 24,939         |
| Community Justice                  | —              | 5,400          | (5,400)          | —               | —              |
| Project Fund                       | —              | 36,000         | —                | —               | 36,000         |
|                                    | <u>172,890</u> | <u>378,725</u> | <u>(336,598)</u> | <u>(22,145)</u> | <u>192,872</u> |

#### Designated funds

|                  |          |               |                 |               |               |
|------------------|----------|---------------|-----------------|---------------|---------------|
| Charitable Trust | —        | 20,000        | (18,941)        | 2,941         | 4,000         |
| Justice Bus      | —        | —             | —               | 9,682         | 9,682         |
| Right To Be Here | —        | —             | —               | 3,323         | 3,323         |
| Foundation       | —        | —             | —               | 1,600         | 1,600         |
| Trust            | —        | 2,000         | (355)           | —             | 1,645         |
|                  | <u>—</u> | <u>22,000</u> | <u>(19,296)</u> | <u>17,546</u> | <u>20,250</u> |

#### Unrestricted funds

|               |               |                |                 |              |                |
|---------------|---------------|----------------|-----------------|--------------|----------------|
| General Funds | <u>66,771</u> | <u>175,035</u> | <u>(95,115)</u> | <u>4,599</u> | <u>151,290</u> |
|---------------|---------------|----------------|-----------------|--------------|----------------|

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2022

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#### Restricted fund purposes:

- Legal Advice Clinic - funding from a Trust to fund the post of Reception & Triage Officer.
- Immigration Advice Centre - to support the immigration advice service as part of the Law Centre Clinic.
- Housing and Business Development - an extension to funding from a Legal Education Fund to fund the development of a legal aid housing project and part pay salary of Business Development Officer to the support development and running of Law Centre.
- A Legal Education Fund: continued funding to pay for the post of Trainee Solicitor and supervision costs.
- Suffolk Family Law Support Project (to May 2019) - funding from Litigants in Person Support Strategy to partly cover costs of this project to give legal information and advice to unrepresented litigants in Ipswich Family Court.
- Health Justice - funding to support research and report: 'Improving Access to Health Justice in Suffolk.
- Legal Foundation - funding to cover staff posts and a Paralegal Intern.
- EUSS funding to deliver a European Union Settled Status Complex Cases project to support vulnerable EU citizens with their applications.
- Tackling Discrimination - Funding from a Community Fund, including The 3 C's (Complain + Challenge = Change) to become a fully accessible Law Centre for people with learning disabilities and autism.
- Housing 2019 Fund - additional grant to further fund Housing Legal Aid Caseworker post and service.
- Foundation - funding to support clients with disabilities.
- Legal Aid - Housing - Legal Aid funding for Housing contract.
- Home Office: a partnership with another County Law Service, to fund and continue to provide advice and Level 1 EUSS support to EU/EEA citizens applying for settled status.
- Covid Emergency: to fund equipment and supplies related to Covid and support to staff to work remotely.
- Foundation: funding to support making our offices Covid-ready, including protective equipment for staff.
- Grow Your Own (Housing): Supported by funding from A Legal Education, our Housing team has grown over this year, with 2 part time legal caseworkers joining us, and our Housing Caseworker reaching Supervisor standard. This flexible development grant is enabling us to build capacity and develop in-house expertise to meet need and address legal advice deserts.
- Justice Foundation to fund the extension of the Justice Bus project, in partnership with another County under the Legal Support for Litigants in Person project (supported by the Ministry of Justice), including the development of our Family Legal Advice team, including posts of Legal Triage Officer, Family Paralegal and Trainee Family Caseworker.

## Suffolk Law Centre

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

- Community Justice: to fund a place on the Management & Leadership Programme run by Legal Aid Practitioners Group (LAPG) and management consultancy.
- Project Fund: to fund our housing advice and casework that does not come under legal aid, including 1 full-time Housing Caseworker post.

#### Designated fund purposes:

- Charitable Trust - a fund that has been reviewed as unrestricted but designated towards the salary of the Practice Manager to support the ongoing development and running of Suffolk Law Centre.
- Justice Bus - Mobile Legal Triage project to take access to justice to rural, vulnerable communities in Suffolk, funded by a Justice Foundation, for which confirmation was sought and approved to utilise towards designated future paralegal costs of the charity as at the year end date.
- Right To Be Here - funding from The Guardian Christmas Appeal to support the various projects as stipulated by the fund provider, for which confirmation was sought and approved to utilise remaining funds towards future designated funds of the charity as at the year end date.
- Foundation - funding designated to support clients with disabilities.
- A Trust: designated to fund our Legal Advice Clinics (LAC) and the post of Reception & Triage Officer.

#### 13. Analysis of net assets between funds

##### 31 March 2022

|                       | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|-----------------------|-----------------------|--------------------------|--------------------------|---------------------|
| Tangible fixed assets | 6,274                 | 299                      | 2,506                    | 9,079               |
| Current assets        | 152,493               | 3,987                    | 149,881                  | 306,361             |
| <b>Net Assets</b>     | <b>158,767</b>        | <b>4,286</b>             | <b>152,387</b>           | <b>315,440</b>      |

##### 31 March 2021

|                       | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|-----------------------|-----------------------|--------------------------|--------------------------|---------------------|
| Tangible fixed assets | 10,320                | 498                      | 1,911                    | 12,729              |
| Current assets        | 140,970               | 19,752                   | 190,961                  | 351,683             |
| <b>Net Assets</b>     | <b>151,290</b>        | <b>20,250</b>            | <b>192,872</b>           | <b>364,412</b>      |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2022

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#### 14. Analysis of changes in net debt

|                          | At 1 Apr 2021  | Cash flows      | At<br>31 Mar 2022 |
|--------------------------|----------------|-----------------|-------------------|
|                          | £              | £               | £                 |
| Cash at bank and in hand | <u>406,294</u> | <u>(40,702)</u> | <u>365,592</u>    |

#### 15. Operating lease commitments

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

|                                       | 2022       | 2021       |
|---------------------------------------|------------|------------|
|                                       | £          | £          |
| Not later than 1 year for office rent | <u>600</u> | <u>600</u> |

#### 16. Related parties

During the year the charity incurred costs of £66,360 (2021: £42,640) received income of £27,913 (2021: £27,074) and made net payments after receipts of £45,927 (2021: £12,229) from Ipswich and Suffolk Council for Racial Equality, a related party charity which shares a number of trustees with the Suffolk Law Centre. At the year end there was an outstanding creditor owed to Ipswich and Suffolk Council for Racial Equality totalling £Nil (2021: £7,480).

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# Accounts

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CHARITY REGISTRATION NUMBER: 1176229

**Suffolk Law Centre**  
**Unaudited financial statements**  
**31 March 2021**

# **Suffolk Law Centre**

## **Financial statements**

**Year ended 31 March 2021**

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|                                               | <b>Pages</b>    |
|-----------------------------------------------|-----------------|
| Trustees' annual report                       | <b>1 to 7</b>   |
| Independent examiner's report to the trustees | <b>8</b>        |
| Statement of financial activities             | <b>9</b>        |
| Balance sheet                                 | <b>10</b>       |
| Statement of cash flows                       | <b>11</b>       |
| Notes to the financial statements             | <b>12 to 23</b> |

# Suffolk Law Centre

## Trustees' annual report

### Year ended 31 March 2021

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The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, 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 published in October 2019.

#### Reference and administrative details

|                                    |                                                                            |
|------------------------------------|----------------------------------------------------------------------------|
| <b>Registered charity name</b>     | Suffolk Law Centre                                                         |
| <b>Charity registration number</b> | 1176229                                                                    |
| <b>Principal office</b>            | 46A St. Matthews Street<br>Ipswich<br>Suffolk<br>IP1 3EP<br>United Kingdom |

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

C Cumberbatch (Chair - Appointed 21 December 2020)  
G Clarke MBE (Chair until 20 December 2020)  
J Lea (Treasurer)  
L Gooch  
A Grant OBE  
B Howard  
E Pettman  
Dr S Rao  
D Weekes  
D Bradshaw (Resigned 30 April 2020)  
S Raychaudhuri (Resigned 30 November 2020)

**Senior Management** A Ludwig (Director of Legal Services)

**Charity Secretary** D Bradshaw (Resigned 30/04/20)  
M Howgate (Appointed 30/04/20, Resigned 21/12/20)  
S Hawkins (Appointed 21/12/20, Resigned 12/01/21)  
C Cumberbatch (Appointed 12/01/21)

**Independent examiner** L Thurston FCCA  
Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

# **Suffolk Law Centre**

## **Trustees' annual report** *(continued)*

**Year ended 31 March 2021**

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### **Objectives and activities**

Since our launch in 2018 our achievements have been substantial, shown by the increased work undertaken and the confidence shown in us by project funders. Going forward growth is likely to be steadier with focus on sustainability and reach.

### **Our Activities:**

To provide legal services to help the diverse communities of Suffolk to gain equal access to Justice, to challenge disadvantage and inequality, and to understand their legal rights, obligations and protections.

### **Our Charitable Objects:**

The relief of poverty, suffering and distress and the advancement of education among people living or working in Suffolk and East Anglia generally and such other places as the Trustees shall determine (including within her Majesty's Prisons), by the provision of Legal Advice and Assistance, Representation and Information which they could not otherwise afford through lack of means.

Clearly the lockdown due to Covid 19 has delayed progress on several of these though pleasingly we have continued throughout to offer legal advice and casework remotely, through telephone, email, videocalls and a small number of socially distanced meetings.

### **Public benefit**

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 Public Benefit Requirement (PB1), Running a Charity (PB2) and Reporting (PB3).

# Suffolk Law Centre

## Trustees' annual report *(continued)*

Year ended 31 March 2021

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### Achievements and performance

#### Our Workstreams

**1. Legal Advice Clinics:** Over lockdown, our Legal Advice Clinics (LAC) continued to provide free legal advice through a range of specialist law clinics - family, employment, immigration, housing, personal injury and wills & probate, as well as a general law clinic. We switched to remote advice in March 2020: clinics have been delivered by phone, email, with a small number being online. Over this year our legal volunteers advised 500 clients. With no face-to-face callers, our Triage and Reception Officer took over 1,400 enquiries by phone or email, making this our busiest year to date. The project is funded until 2022 by a Trust.

**2. Tackling Discrimination in the East Project (TDE):** Our flagship discrimination legal casework service, Tackling Discrimination in the East, offers legal casework to clients in Suffolk and Norfolk. Funded by a National Fund, TDE combines discrimination casework with a project to enable people with learning disabilities and autism to tackle discrimination: co-produced with peer educators under the banner of 'The 3C's: Complain + Challenge = Change'. Over this year we offered legal casework to 113 clients. We also got to know our brilliant peer educators and worked together (online) to develop the training.

**3. Legal Aid (Discrimination):** Our Discrimination (Face-to-Face) Legal Aid Contract, having started in September 2019, has supplemented our discrimination casework. The caseload of client cases eligible for legal aid is quite small, at 12 clients over this year, but this is an important aspect in extending the scope of our work, though administratively very burdensome.

**4. Grow Your Own (Housing):** Supported by funding from an Education Foundation, our Housing team has grown over this year, with 2 p/t legal caseworkers joining us, and our Housing Caseworker reaching Supervisor standard. This 3-year flexible development grant is enabling us to build capacity and develop in-house expertise to meet need and address legal advice deserts.

**5. Legal Aid (Housing):** We have successfully managed our Legal Aid Agency (LAA) contract over this year, enabling us to support more clients to stay in their homes. We are building a steady income-stream through legal aid funded work. In total, the combined caseload of legal aid funded and pro bono work in Housing over this year has been 134 clients.

**6. Nationwide (Housing):** To support the development of our Housing team and to keep doing work that falls outside of the scope of Housing Legal Aid, we secured funding from a project funder (starting April 2021) to enable us to extend caseworker's contracts into 2021-22.

**7. Suffolk Family Law Support:** A service to offer expert legal support and guidance to people making an application to the Family Court. Due to Covid restrictions, most appointments have been by phone and online. Working closely with our new Litigants in Person Support Project and in response to need, we have increased our appointments offered by volunteer family law experts. Our Family Helpdesk at Ipswich Magistrates Court has been impacted by physical courts being closed.

**8. Justice Bus Project:** To reach out to provide access to legal advice to rural Suffolk with a focus on a wraparound service including initial advice, warm referral, brokerage and follow-up. Funded by a Justice Foundation, this was a pilot project starting in February 2020; after some successful initial outreach, the project had to adapt quickly to maintain and extend those contacts over lockdown. Our Mobile Legal Triage Officer supported 50 clients over the year.

**9. Legal Advice to Litigants in Person:** Built on the success of the Justice Bus, we were invited to apply for further funding from a Justice Foundation and were successful in our bid to extend the Justice Bus model in partnership with another County Community Law Service. From October 2020, the partnership is funded for 2 years to further develop the Legal Triage offer, as well build our family legal advice offer in Suffolk, including a new role of Trainee Family Caseworker.

# Suffolk Law Centre

## Trustees' annual report *(continued)*

### Year ended 31 March 2021

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**10. EU Settled Status (EUSS) Complex Cases Project:** Building on our partnership with Law Centres Network 2019-20, we continued this service to provide level 1 immigration advice to support EU citizens to apply for settled status with firstly an extension to this grant to September 2020, and then a separate partnership with NCLS. In 2020-21, we supported 79 people to make their applications.

**11. A Charitable Trust:** Unrestricted funding which supports the salary of our Practice Manager.

**12. A Council Community Cash Grant:** Core funding to support our activities and meet some of our core staff costs and overheads.

**13. A Voucher Scheme:** In conjunction with a University Computing Course Leader (School of Engineering, Arts, Science and Technology), we secured funds to support the development of online forms.

**14. Justice Foundation:** Grant funding from a National Community Fund to support learning and development, including consultancy and one place on a Practitioner's Group Management and Leadership programme.

**15. Covid emergency funding:** We benefitted during this financial year from the following restricted grants to support us to better deal with the operational impact of the pandemic, respond to the increase in need for legal advice arising from it, to prepare our offices to be Covid-safe environments, and to better support our staff:

- Community Fund: Consortium funding granted via Law Centres, this funding enabled us to increase our capacity by employing paralegals to support our caseworkers and to extend our available office space to make a Covid-safe environment, accessible to vulnerable clients.
- A Community Fund (Covid Response): Funding which supported us to increase our capacity by employing paralegals to support our caseworkers, maintain our remote advice services and cover unfunded work during the pandemic.
- Coronavirus Community Fund: Funding enabled us to respond early in the pandemic to move services and staff to remote working.
- A Foundation: Funding to support the delivery of our core activities in response to the pandemic.

**We are really grateful to the funders without whom we could not undertake this vital work.**

# **Suffolk Law Centre**

## **Trustees' annual report** *(continued)*

**Year ended 31 March 2021**

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### **Financial review**

The charity continues to be dependent on grant funding to achieve its objectives. In the year under review the trustees are grateful to all those funders. The support from these organisations has ensured that Suffolk Law Centre continues to exist and to deliver services to the most vulnerable people of Suffolk.

Further information about our income and expenditure is set out in the Statement of Financial Activities and supporting notes. Any cash resources not immediately required are held in bank and building society deposits under powers contained in the memorandum and articles of association.

Income has increased in the year to £575,760 (2020: £516,779) resulting in a net surplus of £124,751 (2020: £167,751).

### **Reserves policy**

The trustees actively review the reserves available on a regular basis and given the general uncertainty surrounding funding and project income aim to maintain reserves equivalent to approximately £130,000 (2020: £130,000). This figure is based on the expected level of expenditure over 6 months. This level of reserves takes into account existing and future commitments.

At the 31 March 2021 the reserves held for general purposes amounted to £171,540 (2020: £66,771). The trustees will look to expense excess funds over the reserve target in due course.

### **Plans for future periods**

- Striving for sustainability in a Covid19 /post Covid19 environment,
- Continuing to "Grow Our Own" legal staff and helping to train staff in other law centres in our specialist areas
- Grow our Reserves to ensure we have funding for posts in periods between grants
- Maximise efficiency so that we can do more with what we have,
- Being a hub for regional legal expertise through our social policy, scrutiny and public legal education work as well as casework, in collaboration with others
- When resources available, filling legal advice gaps in terms of social welfare issues, in rural areas and those areas in Essex and Cambridge bordering Suffolk

# **Suffolk Law Centre**

## **Trustees' annual report** *(continued)*

**Year ended 31 March 2021**

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

Suffolk Law Centre is a Charitable Incorporated Organisation and a charity registered in effect from 12 December 2017. The charity is constituted and governed by trustees under the terms of its memorandum and articles of association.

The current board of trustees and the changes which have occurred since the previous annual report are as stated in the reference and administrative details of these accounts.

### **Recruitment and appointment of new trustees**

New trustees are invited to attend a meeting with the Chairman and the trustees to familiarise themselves with the charity and the context within which it operates.

Our policy for appointing new trustees is to search out people who have skills and characteristics that will be beneficial to the charity. On appointment the trustees receive a copy of the governing documents and Charity Commission trustee documents. New trustees are briefed on the background and work of the charity and future aims.

### **Risk management**

The trustees have identified the major risks facing the charity and have assessed their potential impact. Appropriate systems have been established to monitor and manage these risks.

The Board of Trustees follows the Charity Commissions guidance 'Charities and risk management in identifying and weighting risks.

### **Related parties**

The trustees are trustees of the associated charity Ipswich and Suffolk Council for Racial Equality, known throughout these accounts and locally as ISCRE, who have a close working relationship with Suffolk Law Centre and share space and expertise.

### **True and fair override**

The financial statements have been prepared to give a 'true and fair' view and 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 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

### **Independent examiner reappointment**

A resolution to appoint L Thurston of Lovewell Blake LLP as independent examiner will be proposed at the next Annual General Meeting.

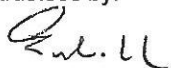
## Suffolk Law Centre

### Trustees' annual report *(continued)*

Year ended 31 March 2021

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The trustees' annual report was approved on 23rd Sept 2021 and signed on behalf of the board of trustees by:



C Cumberbatch (Chair)  
Trustee

# Suffolk Law Centre

## Independent examiner's report to the trustees of Suffolk Law Centre

Year ended 31 March 2021

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I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 March 2021 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes.

### Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 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

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

I have completed my examination. I confirm that no material 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 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 accounts to be reached.

Your attention is drawn to the fact that the Charity has prepared the accounts (financial statements) 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) 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 since been withdrawn.

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

 19/10/21

L Thurston FCCA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

# Suffolk Law Centre

## Statement of financial activities

Year ended 31 March 2021

|                                            |      | Unrestricted<br>funds<br>£ | 2021<br>Restricted<br>funds<br>£ | Total funds<br>£ | 2020<br>Total funds<br>£ |
|--------------------------------------------|------|----------------------------|----------------------------------|------------------|--------------------------|
|                                            | Note |                            |                                  |                  |                          |
| <b>Income and endowments</b>               |      |                            |                                  |                  |                          |
| Donations, grants and legacies             | 4    | 197,035                    | 378,725                          | 575,760          | 516,087                  |
| Other trading activities                   | 5    | —                          | —                                | —                | 692                      |
| <b>Total income</b>                        |      | <u>197,035</u>             | <u>378,725</u>                   | <u>575,760</u>   | <u>516,779</u>           |
| <b>Expenditure</b>                         |      |                            |                                  |                  |                          |
| Charitable activities                      | 6    | 114,411                    | 336,598                          | 451,009          | 349,028                  |
| <b>Total expenditure</b>                   |      | <u>114,411</u>             | <u>336,598</u>                   | <u>451,009</u>   | <u>349,028</u>           |
| <b>Net income before transfer of funds</b> |      | 82,624                     | 42,127                           | 124,751          | 167,751                  |
| Transfers between funds                    |      | 22,145                     | (22,145)                         | —                | —                        |
| <b>Net movement in funds</b>               |      | <u>104,769</u>             | <u>19,982</u>                    | <u>124,751</u>   | <u>167,751</u>           |
| <b>Reconciliation of funds</b>             |      |                            |                                  |                  |                          |
| Total funds brought forward                |      | 66,771                     | 172,890                          | 239,661          | 71,910                   |
| <b>Total funds carried forward</b>         |      | <u>171,540</u>             | <u>192,872</u>                   | <u>364,412</u>   | <u>239,661</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 12 to 23 form part of these financial statements.

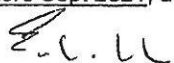
# Suffolk Law Centre

## Balance sheet

31 March 2021

|                                                       | Note | 2021<br>£       | £              | 2020<br>£      | £              |
|-------------------------------------------------------|------|-----------------|----------------|----------------|----------------|
| <b>Fixed assets</b>                                   |      |                 |                |                |                |
| Tangible fixed assets                                 | 10   |                 | 12,729         |                | 1,917          |
| <b>Current assets</b>                                 |      |                 |                |                |                |
| Debtors                                               | 11   | 12,250          |                | 21,437         |                |
| Cash at bank and in hand                              |      | <u>406,294</u>  |                | <u>225,026</u> |                |
|                                                       |      | 418,544         |                | 246,463        |                |
| <b>Creditors: Amounts falling due within one year</b> | 12   | <u>(66,861)</u> |                | <u>(8,719)</u> |                |
| <b>Net current assets</b>                             |      |                 | 351,683        |                | 237,744        |
| <b>Total assets less current liabilities</b>          |      |                 | <u>364,412</u> |                | <u>239,661</u> |
| <b>Net assets</b>                                     |      |                 | <u>364,412</u> |                | <u>239,661</u> |
| <b>Funds of the charity</b>                           |      |                 |                |                |                |
| Restricted funds                                      |      |                 | 192,872        |                | 172,890        |
| Unrestricted funds                                    |      |                 | <u>171,540</u> |                | <u>66,771</u>  |
| <b>Total charity funds</b>                            | 13   |                 | <u>364,412</u> |                | <u>239,661</u> |

These financial statements were approved by the board of trustees and authorised for issue on 23rd Sept 2021, and are signed on behalf of the board by:



C Cumberbatch (Chair)  
Trustee

The notes on pages 12 to 23 form part of these financial statements.

# Suffolk Law Centre

## Statement of cash flows

Year ended 31 March 2021

|                                                       | 2021<br>£       | 2020<br>£      |
|-------------------------------------------------------|-----------------|----------------|
| <b>Cash flows from operating activities</b>           |                 |                |
| Net income                                            | 124,751         | 167,751        |
| <i>Adjustments for:</i>                               |                 |                |
| Depreciation of tangible fixed assets                 | 1,840           | 492            |
| <i>Changes in:</i>                                    |                 |                |
| Trade and other debtors                               | 9,187           | (16,732)       |
| Trade and other creditors                             | 58,142          | (5,782)        |
| Cash generated from operations                        | <u>193,920</u>  | <u>145,729</u> |
| Net cash from operating activities                    | <u>193,920</u>  | <u>145,729</u> |
| <b>Cash flows from investing activities</b>           |                 |                |
| Purchase of tangible assets                           | (12,652)        | (1,965)        |
| Net cash used in investing activities                 | <u>(12,652)</u> | <u>(1,965)</u> |
| <b>Net increase in cash and cash equivalents</b>      | 181,268         | 143,764        |
| <b>Cash and cash equivalents at beginning of year</b> | <u>225,026</u>  | <u>81,262</u>  |
| <b>Cash and cash equivalents at end of year</b>       | <u>406,294</u>  | <u>225,026</u> |

The notes on pages 12 to 23 form part of these financial statements.

# Suffolk Law Centre

## Notes to the financial statements

Year ended 31 March 2021

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### 1. General information

The charity is a registered Charitable Incorporated Organisation in England and Wales. The address of the principal office is 46A St. Matthews Street, Ipswich, Suffolk, IP1 3EP, United Kingdom.

### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and 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 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

### 3. Accounting policies

#### Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### Going concern

The accounts have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient for the charity to be able to continue as a going concern. The trustees have taken into account the impact of Covid-19 when assessing going concern.

#### Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the company will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2021

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### 3. Accounting policies *(continued)*

#### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

#### Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- Income from grants and contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### Operating leases

The lease payments are for rent and recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2021

### 3. Accounting policies *(continued)*

#### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

#### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Computer equipment - 33% straight line

#### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

### 4. Donations, grants and legacies

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|------------------|----------------------------|--------------------------|--------------------------|
| <b>Donations</b> |                            |                          |                          |
| Donations        | 14,025                     | —                        | 14,025                   |
| <b>Grants</b>    |                            |                          |                          |
| Grants           | 183,010                    | 378,725                  | 561,735                  |
|                  | <u>197,035</u>             | <u>378,725</u>           | <u>575,760</u>           |
|                  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
| <b>Donations</b> |                            |                          |                          |
| Donations        | 89,168                     | —                        | 89,168                   |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2021

### 4. Donations, grants and legacies *(continued)*

|               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|---------------|----------------------------|--------------------------|--------------------------|
| <b>Grants</b> |                            |                          |                          |
| Grants        | 6,290                      | 420,629                  | 426,919                  |
|               | <u>95,458</u>              | <u>420,629</u>           | <u>516,087</u>           |

Donations above include a contribution to rent for office accommodation from a Local Council to the value of £9,660 (2020: £9,660).

#### Analysis of grant income

|                           | Total 2021<br>£ | Total 2020<br>£ |
|---------------------------|-----------------|-----------------|
| <b>Restricted</b>         |                 |                 |
| Charity Fund              | 114,824         | 159,268         |
| Legal Foundation          | 99,639          | 50,882          |
| Justice Foundation        | 59,686          | 60,000          |
| Legal Access              | —               | 55,119          |
| Charities Trust           | 36,000          | —               |
| Law Trust                 | 34,000          | 32,000          |
| Law Centre                | 19,757          | 38,479          |
| Other grants received     | 5,818           | 18,501          |
| Foundation                | 5,000           | 5,000           |
| Equality and Human Rights | —               | 752             |
| Legal Aid                 | 4,001           | 628             |
|                           | <u>378,725</u>  | <u>420,629</u>  |
| <b>Unrestricted</b>       |                 |                 |
| Law Centre                | 88,000          | —               |
| Charity Fund              | 50,250          | —               |
| Council                   | 23,574          | 6,290           |
| Charitable Trust          | 20,000          | 38,479          |
| Job Scheme                | 1,186           | —               |
|                           | <u>561,735</u>  | <u>426,919</u>  |

### 5. Other trading activities

|                    | Unrestricted<br>Funds<br>£ | Total Funds<br>2021<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|--------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Fundraising events | —                          | —                        | 692                        | 692                      |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2021

### 6. Expenditure on charitable activities

|               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|---------------|----------------------------|--------------------------|--------------------------|
| Staff costs   | 88,544                     | 183,449                  | 271,993                  |
| Support costs | 25,867                     | 153,149                  | 179,016                  |
|               | <u>114,411</u>             | <u>336,598</u>           | <u>451,009</u>           |

|               | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|---------------|----------------------------|--------------------------|--------------------------|
| Staff costs   | 20,091                     | 197,228                  | 217,319                  |
| Support costs | 40,893                     | 90,816                   | 131,709                  |
|               | <u>60,984</u>              | <u>288,044</u>           | <u>349,028</u>           |

#### Analysis of support costs

|                              | 2021<br>£      | 2020<br>£      |
|------------------------------|----------------|----------------|
| Project costs                | 129,959        | 56,356         |
| Office costs                 | 10,950         | 40,348         |
| Rent                         | 9,056          | 12,075         |
| Insurance                    | 1,288          | 2,994          |
| Travel costs                 | 592            | 3,882          |
| AGM costs                    | —              | 884            |
| Depreciation                 | 1,840          | 492            |
| Advertising                  | 3,071          | 4,006          |
| Legal and professional costs | 19,866         | 8,332          |
| Independent examination fees | 2,394          | 2,340          |
|                              | <u>179,016</u> | <u>131,709</u> |

### 7. Net income

Net income is stated after charging/(crediting):

|                                       | 2021<br>£    | 2020<br>£  |
|---------------------------------------|--------------|------------|
| Depreciation of tangible fixed assets | <u>1,840</u> | <u>492</u> |

# Suffolk Law Centre

## Notes to the financial statements (continued)

Year ended 31 March 2021

### 8. Staff costs

The total staff costs and employee benefit for the reporting period are analysed as follows:

|                              | 2021           | 2020           |
|------------------------------|----------------|----------------|
|                              | £              | £              |
| Wages and salaries           | 248,343        | 208,848        |
| Social security costs        | 16,621         | 868            |
| Pension costs                | 5,077          | 827            |
| Other staff welfare expenses | 1,952          | 6,776          |
|                              | <u>271,993</u> | <u>217,319</u> |

The average head count of employees during the year was 15. This is more than the 2020 average head count of 5.

No employee received employee benefits of more than £60,000 during the year (2020: £Nil).

The key management personnel of the charity comprise the trustees and senior management team as listed on the reference and administration details page of these accounts. The total value of remuneration and benefits received by Key Management Personnel was £38,763 (2020: £35,810).

### 9. Trustee remuneration and expenses

The trustees were neither entitled to, nor received, any remuneration from the charity during the year. Two trustees received reimbursed expenditure for this charity's activities totalling £100 during the year from the charity (2020: £Nil).

### 10. Tangible fixed assets

|                         | Computer equipment<br>£ |
|-------------------------|-------------------------|
| <b>Cost</b>             |                         |
| At 1 April 2020         | 2,516                   |
| Additions               | <u>12,652</u>           |
| <b>At 31 March 2021</b> | <u>15,168</u>           |
| <b>Depreciation</b>     |                         |
| At 1 April 2020         | 599                     |
| Charge for the year     | <u>1,840</u>            |
| <b>At 31 March 2021</b> | <u>2,439</u>            |
| <b>Carrying amount</b>  |                         |
| <b>At 31 March 2021</b> | <u>12,729</u>           |
| At 31 March 2020        | <u>1,917</u>            |

### 11. Debtors

|                                | 2021          | 2020          |
|--------------------------------|---------------|---------------|
|                                | £             | £             |
| Trade debtors                  | 250           | 12,990        |
| Prepayments and accrued income | <u>12,000</u> | <u>8,447</u>  |
|                                | <u>12,250</u> | <u>21,437</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

Year ended 31 March 2021

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### 12. Creditors: Amounts falling due within one year

|                              | 2021          | 2020         |
|------------------------------|---------------|--------------|
|                              | £             | £            |
| Trade creditors              | 56,987        | 2,236        |
| Accruals and deferred income | 2,394         | 2,340        |
| Other creditors              | 7,480         | 4,143        |
|                              | <u>66,861</u> | <u>8,719</u> |

# Suffolk Law Centre

## Notes to the financial statements (continued)

### Year ended 31 March 2021

#### 13. Analysis of charitable funds

##### Year ended 31 March 2021

##### Restricted funds

|                                    | At 1 Apr 2020  | Income         | Expenditure      | Transfers       | At 31 Mar 2021 |
|------------------------------------|----------------|----------------|------------------|-----------------|----------------|
|                                    | £              | £              | £                | £               | £              |
| Legal Advice Clinic                | 12,903         | 34,000         | (32,197)         | —               | 14,705         |
| Immigration Advice Centre          | 2,005          | —              | (2,005)          | —               | —              |
| Charitable Trust                   | 2,941          | —              | —                | (2,941)         | —              |
| Housing and Business Development   | 4,744          | —              | (4,744)          | —               | —              |
| Legal Education                    | 18,604         | 24,639         | (22,832)         | —               | 20,411         |
| Suffolk Family Law Support Project | 64             | —              | (64)             | —               | —              |
| Health Justice                     | 1,501          | —              | —                | —               | 1,501          |
| Legal Foundation                   | 16,660         | —              | (16,196)         | (464)           | —              |
| EUSS                               | —              | 6,110          | (858)            | (5,252)         | —              |
| Right To Be Here                   | 6,007          | —              | (2,685)          | (3,323)         | —              |
| Tackling Discrimination            | 46,949         | 114,824        | (117,944)        | —               | 43,829         |
| Housing Fund                       | 1,825          | —              | (1,825)          | —               | —              |
| Foundation                         | 5,000          | —              | (5,000)          | —               | —              |
| Justice Bus                        | 53,059         | —              | (42,894)         | (10,165)        | —              |
| Legal Aid - Housing                | 628            | 4,001          | (113)            | —               | 4,516          |
| Home Office                        | —              | 17,965         | (21,808)         | —               | (3,843)        |
| Covid Emergency Fund               | —              | 5,000          | (5,000)          | —               | —              |
| Foundation                         | —              | 1,500          | (1,500)          | —               | —              |
| GYO                                | —              | 75,000         | (24,186)         | —               | 50,814         |
| Justice Foundation                 | —              | 54,286         | (29,347)         | —               | 24,939         |
| Community Justice                  | —              | 5,400          | (5,400)          | —               | —              |
| Project Fund                       | —              | 36,000         | —                | —               | 36,000         |
|                                    | <u>172,890</u> | <u>378,725</u> | <u>(336,598)</u> | <u>(22,145)</u> | <u>192,872</u> |

##### Designated funds

|                  |          |               |                 |               |               |
|------------------|----------|---------------|-----------------|---------------|---------------|
| Charitable Trust | —        | 20,000        | (18,941)        | 2,941         | 4,000         |
| Justice Bus      | —        | —             | —               | 9,682         | 9,682         |
| Right To Be Here | —        | —             | —               | 3,323         | 3,323         |
| Foundation       | —        | —             | —               | 1,600         | 1,600         |
| Trust            | —        | 2,000         | (355)           | —             | 1,645         |
|                  | <u>—</u> | <u>22,000</u> | <u>(19,296)</u> | <u>17,546</u> | <u>20,250</u> |

##### Unrestricted funds

|               |               |                |                 |              |                |
|---------------|---------------|----------------|-----------------|--------------|----------------|
| General Funds | <u>66,771</u> | <u>175,035</u> | <u>(95,115)</u> | <u>4,599</u> | <u>151,290</u> |
|---------------|---------------|----------------|-----------------|--------------|----------------|

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2021

#### Year ended 31 March 2020

##### Restricted funds

|                                    | At 1 Apr 2019 | Income         | Expenditure      | Transfers    | At 31 Mar 2020 |
|------------------------------------|---------------|----------------|------------------|--------------|----------------|
|                                    | £             | £              | £                | £            | £              |
| Tackling Discrimination (Old)      | 1,569         | 59,264         | (60,833)         | —            | —              |
| Legal Advice Clinic                | 10,388        | 32,000         | (29,485)         | —            | 12,903         |
| Immigration Advice Centre          | 3,085         | —              | (1,080)          | —            | 2,005          |
| Charitable Trust                   | 2,500         | 17,000         | (16,559)         | —            | 2,941          |
| Housing and Business Development   | 8,340         | 11,450         | (15,046)         | —            | 4,744          |
| Legal Education Foundation         | 4,028         | 30,877         | (16,301)         | —            | 18,604         |
| Suffolk Family Law Support Project | 5,373         | —              | (5,309)          | —            | 64             |
| Justice Week                       | 135           | —              | (135)            | —            | —              |
| Health Justice                     | —             | 1,501          | —                | —            | 1,501          |
| Legal Foundation                   | —             | 55,119         | (38,459)         | —            | 16,660         |
| EUSS                               | —             | 21,379         | (26,266)         | 4,887        | —              |
| Right To Be Here                   | —             | 17,100         | (11,093)         | —            | 6,007          |
| Tackling Discrimination (New)      | —             | 100,004        | (53,055)         | —            | 46,949         |
| Housing Fund                       | —             | 8,555          | (6,730)          | —            | 1,825          |
| Foundation                         | —             | 5,000          | —                | —            | 5,000          |
| Justice Bus                        | —             | 60,000         | (6,941)          | —            | 53,059         |
| EH                                 | —             | 752            | (752)            | —            | —              |
| Legal Aid - Housing                | —             | 628            | —                | —            | 628            |
|                                    | <u>35,418</u> | <u>420,629</u> | <u>(288,044)</u> | <u>4,887</u> | <u>172,890</u> |

##### Unrestricted funds

|                  |               |               |                 |                |               |
|------------------|---------------|---------------|-----------------|----------------|---------------|
| General Funds    | 4,479         | 96,150        | (60,984)        | 27,126         | 66,771        |
| Designated Funds | 32,013        | —             | —               | (32,013)       | —             |
|                  | <u>36,492</u> | <u>96,150</u> | <u>(60,984)</u> | <u>(4,887)</u> | <u>66,771</u> |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2021

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#### Restricted fund purposes:

- Legal Advice Clinic - funding from a Trust to fund the post of Reception & Triage Officer.
- Immigration Advice Centre - to support the immigration advice service as part of the Law Centre Clinic.
- Housing and Business Development - an extension to funding from a Legal Education Fund to fund the development of a legal aid housing project and part pay salary of Business Development Officer to the support development and running of Law Centre.
- A Legal Education Fund: continued funding to pay for the post of Trainee Solicitor and supervision costs.
- Suffolk Family Law Support Project (to May 2019) - funding from Litigants in Person Support Strategy to partly cover costs of this project to give legal information and advice to unrepresented litigants in Ipswich Family Court.
- Health Justice - funding to support research and report: 'Improving Access to Health Justice in Suffolk.
- Legal Foundation - funding to cover staff posts and a Paralegal Intern.
- EUSS funding to deliver a European Union Settled Status Complex Cases project to support vulnerable EU citizens with their applications.
- Tackling Discrimination - Funding from a Community Fund, including The 3 C's (Complain + Challenge = Change) to become a fully accessible Law Centre for people with learning disabilities and autism.
- Housing 2019 Fund - additional grant to further fund Housing Legal Aid Caseworker post and service.
- Foundation - funding to support clients with disabilities.
- Legal Aid - Housing - Legal Aid funding for Housing contract.
- Home Office: a partnership with another County Law Service, to fund and continue to provide advice and Level 1 EUSS support to EU/EEA citizens applying for settled status.
- Covid Emergency: to fund equipment and supplies related to Covid and support to staff to work remotely.
- Foundation: funding to support making our offices Covid-ready, including protective equipment for staff.
- Grow Your Own (Housing): Supported by funding from A Legal Education, our Housing team has grown over this year, with 2 part time legal caseworkers joining us, and our Housing Caseworker reaching Supervisor standard. This flexible development grant is enabling us to build capacity and develop in-house expertise to meet need and address legal advice deserts.
- Justice Foundation to fund the extension of the Justice Bus project, in partnership with another County under the Legal Support for Litigants in Person project (supported by the Ministry of Justice), including the development of our Family Legal Advice team, including posts of Legal

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2021

Triage Officer, Family Paralegal and Trainee Family Caseworker.

- Community Justice: to fund a place on the Management & Leadership Programme run by Legal Aid Practitioners Group (LAPG) and management consultancy.
- Project Fund: to fund our housing advice and casework that does not come under legal aid, including 1 full-time Housing Caseworker post.

#### Designated fund purposes:

- Charitable Trust - a fund that has been reviewed as unrestricted but designated towards the salary of the Practice Manager to support the ongoing development and running of Suffolk Law Centre.
- Justice Bus - Mobile Legal Triage project to take access to justice to rural, vulnerable communities in Suffolk, funded by a Justice Foundation, for which confirmation was sought and approved to utilise towards designated future paralegal costs of the charity as at the year end date.
- Right To Be Here - funding from The Guardian Christmas Appeal to support the various projects as stipulated by the fund provider, for which confirmation was sought and approved to utilise remaining funds towards future designated funds of the charity as at the year end date.
- Foundation - funding designated to support clients with disabilities.
- A Trust: designated to fund our Legal Advice Clinics (LAC) and the post of Reception & Triage Officer.

#### 14. Analysis of net assets between funds

31 March 2021

|                       | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|-----------------------|-----------------------|--------------------------|--------------------------|---------------------|
| Tangible fixed assets | 10,320                | 498                      | 1,911                    | 12,729              |
| Current assets        | 140,970               | 19,752                   | 190,961                  | 351,683             |
| <b>Net Assets</b>     | <u>151,290</u>        | <u>20,250</u>            | <u>192,872</u>           | <u>364,412</u>      |

31 March 2020

|                       | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|-----------------------|-----------------------|--------------------------|--------------------------|---------------------|
| Tangible fixed assets | 881                   | —                        | 1,036                    | 1,917               |
| Current assets        | 65,890                | —                        | 171,854                  | 237,744             |
| <b>Net Assets</b>     | <u>66,771</u>         | <u>—</u>                 | <u>172,890</u>           | <u>239,661</u>      |

# Suffolk Law Centre

## Notes to the financial statements *(continued)*

### Year ended 31 March 2021

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#### 15. Analysis of changes in net debt

|                          | At 1 Apr 2020  | Cash flows     | At<br>31 Mar 2021 |
|--------------------------|----------------|----------------|-------------------|
|                          | £              | £              | £                 |
| Cash at bank and in hand | <u>225,026</u> | <u>181,268</u> | <u>406,294</u>    |

#### 16. Operating lease commitments

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

|                                       | 2021       | 2020     |
|---------------------------------------|------------|----------|
|                                       | £          | £        |
| Not later than 1 year for office rent | <u>600</u> | <u>—</u> |

#### 17. Related parties

During the year the charity incurred costs of £42,640 (2020: £170,351) received income of £27,074 (2020: £3,264) and made net payments after receipts of £12,229 (2020: £174,868) from Ipswich and Suffolk Council for Racial Equality, a related party charity which shares a number of trustees with the Suffolk Law Centre. At the year end there was an outstanding creditor owed to Ipswich and Suffolk Council for Racial Equality totalling £7,480 (2020: £4,143).