

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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Suffolk Law Centre

Trustees' annual report

Year ended 31 March 2021

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

Registered charity name	Suffolk Law Centre
Charity registration number	1176229
Principal office	46A St. Matthews Street Ipswich Suffolk IP1 3EP 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

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

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

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

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

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

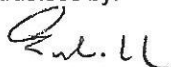
A resolution to appoint L Thurston of Lovewell Blake LLP as independent examiner will be proposed at the next Annual General Meeting.

Suffolk Law Centre

Trustees' annual report *(continued)*

Year ended 31 March 2021

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

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

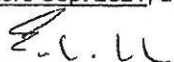
Suffolk Law Centre

Balance sheet

31 March 2021

	Note	2021 £	£	2020 £	£
Fixed assets					
Tangible fixed assets	10		12,729		1,917
Current assets					
Debtors	11	12,250		21,437	
Cash at bank and in hand		<u>406,294</u>		<u>225,026</u>	
		418,544		246,463	
Creditors: Amounts falling due within one year	12	<u>(66,861)</u>		<u>(8,719)</u>	
Net current assets			351,683		237,744
Total assets less current liabilities			<u>364,412</u>		<u>239,661</u>
Net assets			<u>364,412</u>		<u>239,661</u>
Funds of the charity					
Restricted funds			192,872		172,890
Unrestricted funds			<u>171,540</u>		<u>66,771</u>
Total charity funds	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 £	2020 £
Cash flows from operating activities		
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>
Cash flows from investing activities		
Purchase of tangible assets	(12,652)	(1,965)
Net cash used in investing activities	<u>(12,652)</u>	<u>(1,965)</u>
Net increase in cash and cash equivalents	181,268	143,764
Cash and cash equivalents at beginning of year	<u>225,026</u>	<u>81,262</u>
Cash and cash equivalents at end of year	<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

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

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 Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Donations	14,025	—	14,025
Grants			
Grants	183,010	378,725	561,735
	<u>197,035</u>	<u>378,725</u>	<u>575,760</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
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 Funds £	Restricted Funds £	Total Funds 2020 £
Grants			
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 £	Total 2020 £
Restricted		
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>
Unrestricted		
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 Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Fundraising events	—	—	692	692

Suffolk Law Centre

Notes to the financial statements *(continued)*

Year ended 31 March 2021

6. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
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 Funds £	Restricted Funds £	Total Funds 2020 £
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 £	2020 £
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 £	2020 £
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 £
Cost	
At 1 April 2020	2,516
Additions	<u>12,652</u>
At 31 March 2021	<u>15,168</u>
Depreciation	
At 1 April 2020	599
Charge for the year	<u>1,840</u>
At 31 March 2021	<u>2,439</u>
Carrying amount	
At 31 March 2021	<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

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>
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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

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

31 March 2020

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	881	—	1,036	1,917
Current assets	65,890	—	171,854	237,744
Net Assets	<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

15. Analysis of changes in net debt

	At 1 Apr 2020	Cash flows	At 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).