

SOUTH WESTMINSTER LEGAL ADVICE CENTRE

SOUTH WESTMINSTER LEGAL ADVICE CENTRE CIO

Registered Charity No: 1180716

<https://www.swlac.org>

Report and Accounts for the year to 31st December 2021

SOUTH WESTMINSTER LEGAL ADVICE CENTRE CIO

REPORT OF THE TRUSTEES

The Trustees have pleasure in presenting their report and the accounts of South Westminster Legal Advice Centre CIO ("the CIO") for the year to 31st December 2021.

Status of the CIO

CIO stands for "Charitable Incorporated Organisation", a form of charitable body governed by the Charitable Incorporated Organisations (General) Regulations 2012 (SI No 3012 of 2012). South Westminster Legal Advice Centre CIO is a charity, registered with the Charity Commission under Registered Charity Number 1180716.

Principal activities

The purposes are set out in the Constitution of the CIO, but may be summarised as the provision of free legal advice to people on low incomes. We summarise our objective as:

"to provide free legal advice to people on low incomes independently, fearlessly, efficiently and with integrity, but always in a friendly and courteous manner".

Results for the period

During the period, the trust's total income was £25,453 (2020: £22,096) and its expenditure was £12,737 (2020: £19,577). The surplus of £12,716 (2020: £2,519) was largely attributable to reduced outgoings during the pandemic, and to expenditure being deferred to the next period. This surplus has been carried to the General Reserve, and we anticipate that we will need to expend much of this on updated IT, case management, and cyber-security systems.

Notable Events during the year

Major events during the period have impacted on the operations of the CIO:

For the first half of the period, the risks to our volunteers and clients posed by the Covid-19 pandemic continued to prevent us open for face-to-face consultations. When we sought to discuss re-opening with our landlord, it emerged that we needed to move again. So we have moved our operations to the Abbey Centre, 34 Great Smith Street, Westminster, London SW1P 3BU: this is a Community and Conference Centre near to Westminster Abbey, whose charitable objects are close to our own.

Second, the Covid-19 pandemic has continued to disrupt our wish to re-open for face-to-face consultations: the safety of our volunteers and clients is paramount.. We spent much of the second half of the year planning to re-open, and hoped to open in January 2022: in the event, this slipped back to February 2022. Our heartfelt thanks go out to our volunteers, who have adapted as we have had to evolve, and have continued to advise electronically.

Volunteers

The charity could not have functioned without our dedicated volunteers, all of whom generously give of their own time and energy to advise those less fortunate than themselves. Our clients, and we, are hugely grateful to them.

Trustees

The names of the persons who were Trustees during the period were Richard Walford; Robert Walters; Elaine Vignoli; David Warner; Chris White; James macLachlan; Nikhil D'Souza and Sarah Clover.

Patrons and Supporters

The CIO is extremely grateful to its patrons, Lord Neuberger of Abbotsbury (former President of the Supreme Court) and Lord Briggs of Westbourne (Justice of the Supreme Court).

We are also extremely grateful to all the loyal friends and supporters (both individual and corporate) of South Westminster Legal Advice Centre CIO. It is both heart-warming and encouraging to know that we have so much strong support for what we are aiming to do.

Trustees Responsibilities

The Trustees are required to prepare in respect of each financial year of the charity, financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation,
- comply with the charity's governing document,
- comply with the Financial Standard for Smaller Entities (FRSSE),
- comply with the Charities Act 2011.

The trustees are responsible for keeping records that disclose, with reasonable accuracy, at any time, the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the CIO's Constitution.

Risk management

The Trustees have a duty to identify and review risks to which the CIO is exposed and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Public benefit

The CIO had due regard to the guidance published by the Charity Commission on public benefit, and believes that its work is for the public benefit.

On behalf of the Trustees:

Richard Walford
Chair.

Date: 25th March 2022

Website: <https://www.swlac.org>

Independent examiner's report to the Trustees of the South Westminster Legal Advice Centre CIO

I report on the accounts of the South Westminster Legal Advice Centre for the year ended 31st December, 2021 which are set out on the following pages.

Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts and you consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. It is my responsibility to: examine the accounts under section 145 of the Charities Act; to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and to state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention: (1) which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Philip G. Turner
54 York Mansions,
Prince of Wales Drive,
London SW11 4BP

24th March 2022

South Westminster Legal Advice Centre CIO
Income & expenditure account for the year ended 31st December, 2021

2020	Income	£	£
	Donations received:		
5,000	Westminster Amalgamated Charities	-	
5,000	Clyde and Co	5,000	
2,418	Comcast/NBCUniversal	2,560	
600	PCC St Stephens & St.John's	625	
-	Farrers	2,500	
-	Goodwin Procter	2,500	
198	London Legal Support Trust	755	
7,680	Others	<u>11,513</u>	
			25,453
1,200	Min Quan Legal - Contribution to shared overheads		-
<u>22,096</u>	Total income for the period		<u>25,453</u>
	Expenditure		
2,930	Rent		1,823
555	Business rates		-
26	Water utility		-
340	Light, heat & power		-
141	Telephones & postage		-
300	Insurance - Contents		256
2,013	- Prof Indemnity		2,013
-	Cleaning		-
-	Printing and Stationery		-
182	Subscriptions & licences		169
243	Sundries		71
3,469	Website development/maintenance		405
4,356	Moving and Reorganisation Expenses		-
5,022	Provision for contingent liability for accomodation		-
-	Provision for reinstatement of in-person clinics		8,000
<u>19,577</u>	Total expenditure for period		<u>12,737</u>
2,519	(Deficit)/Surplus income over expenditure for the period		12,716
27,743	Transfer of reserves upon winding-up of previous operating trust, South Westminster Legal Advice Centre		-
<u>30,262</u>			<u>12,716</u>

South Westminster Legal Advice Centre CIO
Balance Sheet as at 31st December, 2021

31.12.20	£	£
Current Assets		
888 Debtors and prepayments	503	
31,539 Balance at Bank	53,045	
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32,427	53,548	
 Current Liabilities		
5,022 Creditors and provisions	13,427	
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27,405 Net Current Assets		40,121
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27,405		40,121
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Represented by:		
General Reserves		
- Emergency Reserve Fund		25,000
Transfer from reserves received upon merger of operations with		
25,000 the previous operating trust, South Westminster Legal Advice Centre		-
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- General Reserve Fund		
(2,857) Surplus (deficit in) reserves brought forward	2,405	
2,519 Surplus/(Deficit) for the year to 31.12.2020	12,716	
Transfer from reserves received upon merger of operations with		
2,743 the previous operating trust, South Westminster Legal Advice Centre	-	
2,405 General Reserve Fund carried forward	<hr/>	15,121
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27,405		40,121
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The Income and expenditure account and Balance sheet of the South Westminster Legal Advice Centre CIO have been prepared in accordance with its records and reflect the position at 31st December, 2021

Robert Walters
Hon. Treasurer
24th March, 2022