

NDLS LIMITED

A Company Limited by guarantee and not having a share capital and not for profit)

3 5 24607
Company Number: 3524677

ANNUAL ACCOUNTS AND REPORT
FOR THE YEAR ENDED 31 MARCH 2000



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NDLS LIMITED

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FOR THE YEAR ENDED 31 MARCH 2000

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NDLS LIMITED

GENERAL INFORMATION

Registered Charity Number:

1069066

Board of Directors:

Victoria Daines - Acting Chair
David Adler - Treasurer
Sheila Ashford - resigned October 1999
Paul Ayers - resigned April 2000
Janet Dalglish - resigned October 1999
Liz Edwards
Richard Goodall
Mags Jennings - resigned October 1999
Robin Postle - resigned October 1999
Councillor Ron Round
Judith Routh
Tessa Shepperson
Steve Stavridis
Peter Steward
Boyd Taylor - resigned January 2000

**Coopted Members to be Confirmed at AGM
19 July 2000**

Roger Sandall
Steve Wiseman
Agnes Lasuba

Principal Office:

The Advice Arcade
4 Guildhall Hill
Norwich
NR2 1JH

Bankers:

Lloyds TSB plc
Gentlemans Walk
Norwich

NDLS LIMITED

REPORT OF THE BOARD OF DIRECTORS FOR THE YEAR ENDED 31 MARCH 2000

The Board present their Annual Report with the financial statements of the Charity for year ended 31 March 2000.

NDLS Limited is a registered Charity being a company limited by guarantee and not having a share capital and not being run for profit. It is a voluntary body, run by a Board of Directors and governed by its Memorandum and Articles of Association. Under the terms of that document, the members of the Board are Trustees of the Charity. The organisation took over the work and assets of Norwich & District Legal Services Committee on 1 April 1998 having operated as such in similar guises since 1985.

The remit is to increase access to justice for the people of Norwich and the surrounding district by providing free advice, assistance and representation in various areas of Social Law. These services are provided by a team of trained volunteers, both lay and professional. We are entirely dependent upon donations and monies arising from Service Agreements for our continued existence.

The principal objects for which the Company is established are to:

- Identify problems of access by needy people to legal services.
- Provide advice assistance and representation to needy persons resident or working in the local authority areas of Breckland, Broadland, North Norfolk, South Norfolk and City of Norwich ('the area of benefit').
- to advance the education of the public by the improvement and diffusion of knowledge of the law, its practice and the administration of justice having regard especially to those areas of law which are of particular concern to poor people or which are directed to the relief of poverty, distress or sickness.
- to promote such other charitable purposes as are for the benefit of the community in the area of benefit.

Members of the Board (Trustees) are elected at the Annual General Meeting by those present and eligible to vote, or may be co-opted during the year pending formal election at the next Annual General Meeting.

Statement of Board of Directors Responsibilities

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the directors should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are responsible and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any 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.

The directors are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and which enable them to ensure that the financial statements comply with applicable law and to the constitution. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

NDLS LIMITED

REPORT OF THE BOARD OF DIRECTORS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2000

Finances

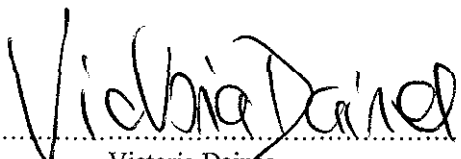
The attached financial statements show the current state of the finances.

The Accounts to 31 March 2000 show a small surplus of income over expenditure. The legal aid franchise was lost in 1998. This resulted in the need to contain expenditure within the limited resources available and staffing and other costs had to be substantially reduced. During the year, the Company was fortunate to receive two valuable grants which has ensured its temporary survival. It is now entirely dependant on grants and donations. The successful application for the immigration advice service has further increased its overheads in the current year putting additional pressure on the need to raise funds.

Review of Progress and Achievements

The overall progress of the Company has continued to be difficult over the past year. The directors are however hopeful of funding being obtained to continue the work of the organisation. A detailed report on the activities and achievements of NDLS Limited is also presented to the Annual General Meeting and produced as a separate document and copies can be obtained from the principal office.

Acting Chair:


Victoria Daines

Dated:

NDLS LIMITED

REPORT OF THE AUDITOR TO THE MEMBERS
OF NDLS LIMITED

We have audited the financial statements on pages five to eight which have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on page seven.

Respective Responsibilities of Directors and Auditors

As described on page two the trustees, who are also the directors of NDLS Limited for the purposes of company law, are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on the financial statements and to report our opinion to you.

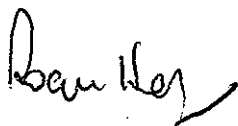
Basis of Opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material mis-statement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs as at 31 March 2000 and of its income and expenditure in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Roger Hopkins
Registered Auditor & Chartered Accountant

18 Princes Street
Norwich NR3 1AE

Dated:

NDLS LIMITED**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2000**

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>2000</u> <u>Total</u> £	<u>1999</u> <u>£</u>
Income and Expenditure:					
Income:					
Donations and Grants	2	24,136.84	-	24,136.84	9,322.50
Mediation	3	910.00	5,000.00	5,910.00	20,075.00
Legal Aid Board	3	-	-	-	18,732.56
Deposit Interest		631.89	-	631.89	2,191.82
		<u>25,678.73</u>	<u>5,000.00</u>	<u>30,678.73</u>	<u>50,321.88</u>
Direct Charitable Expenditure:					
Staff - Salaries		11,646.72	2,267.77	13,914.49	41,834.92
- Training and Expenses		536.20	-	536.20	1,328.98
Volunteers - Training and Expenses		2,799.60	-	2,799.60	1,750.00
- Honorarium		-	3,635.00	3,635.00	6,400.00
Office - Rent		1,989.60	387.40	2,377.00	5,463.65
- Insurance and Affiliations		897.90	-	897.90	1,537.76
- Telephones, Print Etc		2,039.86	-	2,039.86	4,074.19
- Equipment Depreciation		846.70	-	846.70	1,018.38
- Mediation Rent		-	353.30	353.30	254.00
Advertisements		-	-	-	(103.87)
Journals and Books		161.21	-	161.21	286.35
Miscellaneous		134.56	-	134.56	150.66
Mediation Conference		-	-	-	660.00
Mediation Training		-	-	-	909.02
Annual Report		183.79	-	183.79	
Allocation		2,000.00	(2,000.00)	-	-
		<u>23,236.14</u>	<u>4,643.47</u>	<u>27,879.61</u>	<u>65,564.04</u>
Other Expenditure:					
Audit		427.50	-	427.50	381.87
Indry		-	-	-	106.89
		<u>427.50</u>	<u>-</u>	<u>427.50</u>	<u>488.76</u>
Total Expenditure		<u>£ 23,663.64</u>	<u>£ 4,643.47</u>	<u>£ 28,307.11</u>	<u>£ 66,052.80</u>
Net Income/(Deficit) for the Year		2,015.09	356.53	2,371.62	(15,730.92)
and Balances Brought Forward	5	16,084.64	1,671.47	17,756.11	33,487.03
and Balances Carried Forward		<u>£ 18,099.73</u>	<u>£ 2,028.00</u>	<u>£ 20,127.73</u>	<u>£ 17,756.11</u>

NDLS LIMITED

BALANCE SHEET
AS AT 31 MARCH 2000

	<u>Notes</u>	<u>2000</u>	<u>1999</u>
FIXED ASSETS:			
Equipment	6	3,386.80	4,073.51
CURRENT ASSETS:			
Prepayment			
Bank Balance:		815.00	-
Deposit Accounts			
Current Accounts		18,077.73	18,804.18
Cash in Hand		178.80	-
		82.97	252.30
		<u>£ 19,154.50</u>	<u>£ 19,056.48</u>
CURRENT LIABILITIES:			
Bank Balance - Current Account			
creditors	7	2,413.57	2,972.86
		<u>£ 2,413.57</u>	<u>2,401.02</u>
			<u>£ 5,373.88</u>
NET CURRENT ASSETS			
		16,740.93	13,682.60
		<u>£ 20,127.73</u>	<u>£ 17,756.11</u>
PRESENTED BY:			
al Funds			
		<u>£ 20,127.73</u>	<u>£ 17,756.11</u>
Adler - Treasurer			
nd on Behalf of the Board			

DLS LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 MARCH 2000

ACCOUNTING POLICIES

General

These Accounts have been prepared under the historic costs convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

Depreciation

Depreciation is provided on equipment at 20% (reducing balance basis) based on the estimated useful life of these assets and their anticipated residual value.

DONATIONS AND GRANTS

	<u>2000</u>	<u>1999</u>
	£	£
Breckland for Mediation Training	910.00	-
Mediation (Norwich City and Norfolk County Council)	5,000.00	-
Norwich City Council	7,765.00	7,765.00
Charities and Trusts	-	127.50
Individuals	121.84	130.00
Housing Associations	-	1,300.00
Norwich Consolidated/Anguish Education Foundation	14,000.00	-
Norfolk County Council - Probation Service	1,000.00	-
Solicitors	1,250.00	-
	<u>£ 30,046.84</u>	<u>£ 9,322.50</u>

RESTRICTED FUNDS

Mediation - Norwich City Council Housing Committee agreed to pay £5,000 for the provision of services under a Mediation Scheme as a single payment.

PAYMENT TO TRUSTEES

During the year £1,150 was paid to V Daines in respect of services rendered for Mediation training. Such expenditure was approved independently by the Board of Directors.

RESERVES

The Company took over the work of Norwich and District Legal Services Committee with effect from 1 April 1998 assuming its assets and liabilities as at that date.

NOTES TO THE ACCOUNTS
FOR THE YEAR TO 31 MARCH 2000 (Continued)

FIXED ASSETS

	<u>2000</u>	<u>1999</u>
	<u>Equipment</u>	<u>Equipment</u>
	£	£
Cost at beginning of year	5,091.89	-
Additions in Year	159.99	5,091.89
Cost or Valuation: At end of year	<u>£ 5,251.88</u>	<u>£ 5,091.89</u>
Depreciation at beginning of year	1,018.38	
Charge for the year	846.70	1,018.38
Depreciation: At end of year	<u>£ 1,865.08</u>	<u>£ 1,018.38</u>
Book Value : At end of year	<u>£ 3,386.80</u>	<u>£ 4,073.51</u>

CURRENT LIABILITIES

Income paid in advance	500.00	-
Norwich City Council Wages Charges	1,383.32	1,544.27
Accruals	530.25	856.75
	<u>£ 2,413.57</u>	<u>£ 2,401.02</u>

GOING CONCERN

There is a need for additional funding to ensure the continuity of the Charity. The treasurer reported to the Board on 10 May 1999 that at that date without additional funding the Company has only about six months of life at current levels of income and expenditure.