

**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**Company Number: 3524677**

**ANNUAL ACCOUNTS AND REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2003**



**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**INDEX TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2003**

|                                   | <u>Page</u> |
|-----------------------------------|-------------|
| General Information               | 1           |
| Report of the Board of Directors  | 2           |
| Auditor's Report                  | 4           |
| Statement of Financial Activities | 5           |
| Balance Sheet                     | 6           |
| Notes to the Accounts             | 7 - 11      |

**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**GENERAL INFORMATION**

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Registered Charity Number:</b> | 1069066                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Company Number:</b>            | 3524677                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Board of Directors:</b>        | Benedict Keane - Chair<br>David Adler - Hon Treasurer<br>Liz Edwards - Hon Secretary (resigned 20.4.02)<br>Liz Edwards - Hon Secretary (reappointed 6.3.03)<br>Victoria Daines (resigned 4.7.02)<br>Richard Goodall<br>Agnes Lasuba (resigned 1.10.02)<br>Councillor Ron Round<br>Roger Sandall (resigned 4.7.02)<br>Tessa Shepperson (resigned 31.3.03)<br>Andrew Spencer (appointed 10.10.02)<br>Steve Stavridis<br>Steve Wiseman |
| <b>Company Secretary:</b>         | Richard Goodall                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Principal Office:</b>          | The Advice Arcade<br>4 Guildhall Hill<br>Norwich<br>NR2 1JH                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Bankers:</b>                   | Lloyds TSB plc<br>Gentlemans Walk<br>Norwich                                                                                                                                                                                                                                                                                                                                                                                        |

**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**REPORT OF THE BOARD OF DIRECTORS  
FOR THE YEAR ENDED 31 MARCH 2003**

The Board present their Annual Report with the financial statements of the Charity for year ended 31 March 2003.

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.

**Objectives of the Charity**

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**

A company limited by guarantee and not having a share capital and not for profit

**REPORT OF THE BOARD OF DIRECTORS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2003**

**Finances**

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

The Accounts show a surplus for the first time in three years. In 2002 we reduced costs to match income anticipating a forced move to more expensive premises. For various reasons the move has not yet taken place resulting in a valuable increase in the company's reserves. The company continues to be very dependent on grants to meet expenditure on its operations.

**Reserves**

The reserves are available to fund ongoing projects and general running expenses. Given the current level of annual expenditure these cover approximately a year's expenditure.

**Review of Progress and Achievements**

The directors are 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.

**Risk Review**

Over the course of time, the directors have conducted reviews of the major risks to which the Charity is exposed and systems have been put in place to mitigate those risks. These are updated periodically to ensure they meet the needs of the Charity.

Chair:

.....  
Ben Keane

*Ben Keane*

Dated:

4 July 2003

**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**REPORT OF THE AUDITOR TO THE MEMBERS**  
**OF NDLS LIMITED**

We have audited the financial statements of NDLS Limited for the year to 31 March 2003 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 2003 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: 4 July 2003

**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2003**

|                                                                        | <u>Notes</u> | <u>Unrestricted</u><br><u>Funds</u><br>£ | <u>Restricted</u><br><u>Funds</u><br>£ | <u>Year Ended</u><br><u>31.3.03</u><br>£ | <u>2002</u><br>£   |
|------------------------------------------------------------------------|--------------|------------------------------------------|----------------------------------------|------------------------------------------|--------------------|
| <b>Incoming Resources:</b>                                             |              |                                          |                                        |                                          |                    |
| Donations and Gifts                                                    |              | 128.50                                   | -                                      | 128.50                                   | 2,005.83           |
| <b>Income from Activities in Furtherance<br/>of Charity's Objects:</b> |              |                                          |                                        |                                          |                    |
| Grants                                                                 | 2            | 7,998.00                                 | 20,980.58                              | 28,978.58                                | 36,614.58          |
| <b>Investment Income:</b>                                              |              |                                          |                                        |                                          |                    |
| Bank Interest                                                          |              | 450.86                                   | 46.75                                  | 497.61                                   | 1,092.27           |
| Total Incoming Resources                                               |              | <u>£ 8,577.36</u>                        | <u>£ 21,027.33</u>                     | <u>£ 29,604.69</u>                       | <u>£ 39,712.68</u> |
| <b>Resources Expended:<br/>Cost of Activities in:</b>                  |              |                                          |                                        |                                          |                    |
| Furtherance of Charity's Objects                                       | 3            | 3,045.27                                 | 19,429.04                              | 22,474.31                                | 41,132.14          |
| Management and Administration                                          | 3            | 464.56                                   | 567.16                                 | 1,031.72                                 | 485.28             |
| Total Resources Expended                                               |              | <u>£ 3,509.83</u>                        | <u>£ 19,996.20</u>                     | <u>£ 23,506.03</u>                       | <u>£ 41,617.42</u> |
| Net Incoming Resources<br>Before Transfers                             |              | 5,067.53                                 | 1,031.13                               | 6,098.66                                 | (1,904.74)         |
| Gross Transfers Between Funds                                          |              | -                                        | -                                      | -                                        | -                  |
| Net Incoming Resources for the Year and<br>Net Movement in Funds       |              | 5,067.53                                 | 1,031.13                               | 6,098.66                                 | (1,904.74)         |
| Total Funds at 1 April 2002                                            |              | 14,281.89                                | 1,480.91                               | 15,762.80                                | 17,667.54          |
| <b>Total Funds as at 31 March 2003</b>                                 | 8            | <u>£19,349.42</u>                        | <u>£ 2,512.04</u>                      | <u>£ 21,861.46</u>                       | <u>£ 15,762.80</u> |

The notes on pages 7 to 11 form part of these Accounts

**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**BALANCE SHEET**  
**AS AT 31 MARCH 2003**

|                                     | <u>Notes</u> | <u>2003</u> | <u>2002</u> |
|-------------------------------------|--------------|-------------|-------------|
|                                     |              | £           | £           |
| <b>FIXED ASSETS:</b>                |              |             |             |
| Equipment                           | 6            | 2,610.21    | 3,263.21    |
| <b>CURRENT ASSETS:</b>              |              |             |             |
| Debtors                             |              | 5,000.00    | -           |
| Prepayments                         |              | 317.07      | 28.00       |
| Bank Balance:                       |              |             |             |
| Deposit Accounts                    |              | 20,800.00   | 18,771.39   |
| Current Accounts                    |              | 343.05      | 1,738.33    |
| Cash in Hand                        |              | 96.28       | 96.45       |
|                                     |              | -----       | -----       |
|                                     |              | £ 26,556.40 | £ 20,634.17 |
|                                     |              | =====       | =====       |
| <b>CURRENT LIABILITIES:</b>         |              |             |             |
| Amounts Falling Due Within One Year | 7            | 7,305.15    | 8,134.58    |
|                                     |              | -----       | -----       |
|                                     |              | £ 7,305.15  | £ 8,134.58  |
|                                     |              | =====       | =====       |
| <b>NET CURRENT ASSETS</b>           |              | 19,251.25   | 12,499.59   |
|                                     |              | -----       | -----       |
|                                     |              | £ 21,861.46 | £ 15,762.80 |
|                                     |              | =====       | =====       |
| <b>REPRESENTED BY:</b>              |              |             |             |
| Unrestricted Funds                  | 8            | 19,349.42   | 14,281.89   |
| Restricted Funds                    | 8            | 2,512.04    | 1,480.91    |
|                                     |              | -----       | -----       |
|                                     |              | £ 21,861.46 | £ 15,762.80 |
|                                     |              | =====       | =====       |



D H Adler - Hon Treasurer

For and on Behalf of the Board

Dated: 4 July 2003

The notes on pages 7 to 11 form part of these Accounts

**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR TO 31 MARCH 2003**

**1. Accounting Policies****a. Basis of Preparation**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities. No separate Statement of Financial Activities (SOFA) has been presented for the charity alone as permitted by Section 230 of the Companies Act 1985 and Paragraph 304 of the SORP.

**b. Company Status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page one. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**c. Fund Accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Investment income and gains are allocated to the appropriate fund.

**d. Incoming Resources**

All income resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

**e. Resources Expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Overheads have been allocated on an appropriate basis consistent with previous years.

**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**NOTES TO THE ACCOUNTS - CONTINUED**  
**FOR THE YEAR TO 31 MARCH 2003**

Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

f. **Tangible Fixed Assets and Depreciation**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the costs on a reducing balance basis over their expected useful economic lives as follows:

Equipment - 20%

2. **DONATIONS AND GRANTS**

|                                        | <u>2003</u> |             | <u>2002</u> |
|----------------------------------------|-------------|-------------|-------------|
|                                        | £           | £           | £           |
| <b>Unrestricted Grants:</b>            |             |             |             |
| Norwich City Council                   |             | 7,998.00    | 7,765.00    |
| <b>Restricted Grants:</b>              |             |             |             |
| Charities and Trusts                   |             | 1,000.00    | -           |
| <b>Immigration:</b>                    |             |             |             |
| Donations - Anglia Housing Association | -           |             | 500.00      |
| Immigration Advisory Service           | 10,000.00   |             | 10,000.00   |
|                                        | -----       | 10,000.00   | -----       |
|                                        |             |             | 10,500.00   |
| <b>Mediation:</b>                      |             |             |             |
| Norwich City Council re Training       | -           |             | 1,000.00    |
| Norfolk County Council - Victim        |             |             |             |
| Offenders Mediation                    | -           |             | 12,000.00   |
| Parent Partnership - Norfolk           |             |             |             |
| County Council                         | -           |             | 2,700.00    |
|                                        | -----       |             | -----       |
|                                        |             | -           | 15,700.00   |
| <b>Housing Repossession:</b>           |             |             |             |
| Pilot Scheme                           |             | 9,980.58    | 2,649.58    |
|                                        |             | -----       | -----       |
|                                        |             | £ 28,978.58 | £ 36,614.58 |
|                                        |             | =====       | =====       |

**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**NOTES TO THE ACCOUNTS - CONTINUED**  
**FOR THE YEAR TO 31 MARCH 2003**

3. **COST OF THE ACTIVITIES IN FURTHERANCE OF THE CHARITIES OBJECTS**

|                                       | <u>Unrestricted</u><br><u>Funds</u><br>£ | <u>Restricted</u><br><u>Funds</u><br>£ | <u>2003</u><br><u>Total</u><br>£ | <u>2002</u><br>£   |
|---------------------------------------|------------------------------------------|----------------------------------------|----------------------------------|--------------------|
| <b>Direct Charitable Expenditure:</b> |                                          |                                        |                                  |                    |
| Staff - Salaries                      | 13,979.36                                | 682.49                                 | 14,661.85                        | 28,508.45          |
| - Training and Expenses               | 92.53                                    | -                                      | 92.53                            | 871.06             |
| Volunteers - Training and Expenses    | 428.78                                   | 666.66                                 | 1,095.44                         | 2,324.87           |
| - Honorarium                          | -                                        | -                                      | -                                | 232.33             |
| Office - Rent                         | 1,413.60                                 | -                                      | 1,413.60                         | 2,428.70           |
| - Insurance and Affiliations          | 1,811.05                                 | -                                      | 1,811.05                         | 1,298.00           |
| - Telephones, Print Etc.              | 1,300.82                                 | 1,300.00                               | 2,600.82                         | 4,073.04           |
| - Equipment Depreciation              | 653.00                                   | -                                      | 653.00                           | 816.00             |
| - Mediation Rent                      | -                                        | -                                      | -                                | 311.25             |
| Journals and Books                    | 64.00                                    | -                                      | 64.00                            | 128.44             |
| Annual Report                         | 82.02                                    | -                                      | 82.02                            | 140.00             |
| Reallocation                          | (16,779.89)                              | 16,779.89                              | -                                | -                  |
|                                       | <u>£ 3,045.27</u>                        | <u>£ 19,429.04</u>                     | <u>£ 22,474.31</u>               | <u>£ 41,132.14</u> |

The average number of employees during the year was as follows:

Administration - 1

**Management and Administration of the Charity:**

|                           |                 |                 |                   |                 |
|---------------------------|-----------------|-----------------|-------------------|-----------------|
| Professional Fees Payroll | 229.19          | -               | 229.19            | -               |
| Audit                     | 570.00          | -               | 570.00            | 399.50          |
| Sundry                    | 232.53          | -               | 232.53            | 85.78           |
| Reallocation              | (567.16)        | 567.16          | -                 | -               |
|                           | <u>£ 464.56</u> | <u>£ 567.16</u> | <u>£ 1,031.72</u> | <u>£ 485.28</u> |

4. **TAXATION**

The organisation is exempt from corporation tax as surplus income is applied for charitable purposes.

5. **TRUSTEE REMUNERATION**

The directors/trustees were not remunerated nor have they charged any expenses to the Charity.

**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**NOTES TO THE ACCOUNTS - CONTINUED**  
**FOR THE YEAR TO 31 MARCH 2003****6. FIXED ASSETS**

|                                   | <u>2003</u>      | <u>2002</u>      |
|-----------------------------------|------------------|------------------|
|                                   | <u>Equipment</u> | <u>Equipment</u> |
|                                   | £                | £                |
| Cost at beginning of year         | 6,910.29         | 6,693.30         |
| Additions in year                 | -                | 216.99           |
|                                   | -----            | -----            |
| Cost or Valuation: At end of year | £ 6,910.29       | £ 6,910.29       |
|                                   | =====            | =====            |
| Depreciation at beginning of year | 3,647.08         | 2,831.08         |
| Charge for the year               | 653.00           | 816.00           |
|                                   | -----            | -----            |
| Depreciation: At end of year      | £ 4,300.08       | £ 3,647.08       |
|                                   | =====            | =====            |
| Book Value : At end of year       | £ 2,610.21       | £ 3,263.21       |
|                                   | =====            | =====            |

**7. CURRENT LIABILITIES**

|                 |            |            |
|-----------------|------------|------------|
| Grant repayable | 4,000.00   | 4,000.00   |
| Accruals        | 3,305.15   | 4,134.58   |
|                 | -----      | -----      |
|                 | £ 7,305.15 | £ 8,134.58 |
|                 | =====      | =====      |

**8. STATEMENT OF FUNDS**

|                            | <u>1.4.02</u> | <u>Income</u> | <u>Expenditure</u> | <u>31.3.03</u> |
|----------------------------|---------------|---------------|--------------------|----------------|
| <b>Unrestricted Funds:</b> |               |               |                    |                |
| General Reserve            | £ 14,281.89   | 8,577.36      | 3,509.83           | 19,349.42      |
|                            | =====         | =====         | =====              | =====          |
| <b>Restricted Funds:</b>   |               |               |                    |                |
| Immigration                | 819.31        | 10,025.86     | 9,973.52           | 871.65         |
| Mediation                  | 661.60        | 20.89         | 682.49             | -              |
| Housing Repossession       | -             | 9,980.58      | 8,673.53           | 1,307.05       |
| Volunteer Training         | -             | 1,000.00      | 666.66             | 333.34         |
|                            | -----         | -----         | -----              | -----          |
|                            | £ 1,480.91    | 21,027.33     | 19,996.20          | 2,512.04       |
|                            | =====         | =====         | =====              | =====          |

**NDLS Limited**

A company limited by guarantee and not having a share capital and not for profit

**NOTES TO THE ACCOUNTS - CONTINUED**  
**FOR THE YEAR TO 31 MARCH 2003**

The analysis of net assets between funds is as follows:

|                    | <u>Tangible</u><br><u>Assets</u><br>£ | <u>Net</u><br><u>Current Assets</u><br>£ | <u>Total</u><br>£ |
|--------------------|---------------------------------------|------------------------------------------|-------------------|
| Unrestricted Funds | 2,610.21                              | 16,739.21                                | 19,349.42         |
| Restricted Funds   | -                                     | 2,512.04                                 | 2,512.04          |
|                    | £ 2,610.21                            | 19,251.25                                | 21,861.46         |

9. **RELATED PARTY DISCLOSURE**

There are no transactions with related parties requiring disclosure in the financial statements.

10. **GOING CONCERN**

There is a need for additional funding to ensure the continuity of the Charity.