

REGISTERED COMPANY NUMBER: 3524607 (England and Wales)  
REGISTERED CHARITY NUMBER: 1069066

REGISTRAR OF COMPANIES

Report of the Trustees and  
Financial Statements For The Year Ended 31 March 2008  
for  
Norfolk Community Law Service Limited

Roger Hopkins  
18 Princes Street  
Norwich  
Norfolk  
NR3 1AE



**Norfolk Community Law Service Limited**

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for the Year Ended 31 March 2008**

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## **Norfolk Community Law Service Limited**

### **Report of the Trustees for the Year Ended 31 March 2008**

The trustees who are also directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31 March 2008. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
3524607 (England and Wales)

**Registered Charity number**  
1069066

**Registered office**  
Boardman House  
Redwell Street  
Norwich  
Norfolk  
NR2 4SL

#### **Trustees**

|                     |               |                     |
|---------------------|---------------|---------------------|
| Mr Benedict Keane   | Chair         |                     |
| Mr John Ceybird     | Hon Treasurer | - appointed 23 7 07 |
| Mr Richard Holcombe | Hon Treasurer | - resigned 23 7 07  |
| Ms Liz Edwards      | Hon Secretary |                     |
| Ms Julie Benson     |               | - resigned 20 9 07  |
| Mr Gordon Dean      |               |                     |

|                      |            |
|----------------------|------------|
| Mr Richard Goodall   | Vice-Chair |
| Mr Antony Milton     |            |
| Mr Mike Pendred      |            |
| Mr Gerardo Rodriguez |            |
| Mrs Margaret Sparrow |            |
| Mr Andrew Spencer    |            |
| Mr Steve Stavridis   |            |

**Company Secretary**  
Mr Richard Goodall

#### **Auditors**

Roger Hopkins  
18 Princes Street  
Norwich  
Norfolk  
NR3 1AE

#### **Bankers**

Lloyds TSB plc  
Gentlemans Walk  
Norwich

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Norfolk Community Law Service is a registered Charity being a company limited by guarantee and not having a share capital and not being run for profit. It is governed by its Memorandum and Articles of Association. On 30 March 2005 the name of the Charity was changed from NDLS Limited to Norfolk Community Law Service. The organisation originally took over the assets of Norwich & District Legal Services Committee on 1 April 1998 having operated as such in similar guises since 1985.

**Report of the Trustees  
for the Year Ended 31 March 2008**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

Trustees are appointed by members of the Company. Trustees, once appointed, will remain appointed until retirement or they are removed by the members of the Company. Trustees are elected at the Annual General Meeting by those eligible to vote or may be co-opted during the year pending formal election at the next Annual General Meeting.

The number of Trustees shall not be less than six but is not subject to any maximum.

**Induction and training of new trustees**

New trustees are briefed on their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, the decision making processes, the business plan and recent financial performance of the charity.

New trustees usually come from persons who are familiar with the work of the charity and are already aware of the context in which it operates.

**Organisational structure**

The Trustees are responsible for managing the charity and take a close interest in its day to day running. The General Manager is responsible to the Trustees for administrative matters. With the increase in size and complexity of the operations, the management systems and delegated powers are continually reviewed.

**Risk management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Over the course of time, the Trustees 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.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The remit of Norfolk Community Law Service is to increase access to justice for the people of Norwich and Norfolk by providing free advice, assistance and representation in various areas of social welfare law. These services are provided by employed staff and trained volunteers, both lay and professional. We are entirely dependent upon grants, donations and monies arising from service agreements for our continued existence.

The principal objects for which the Charity is established are to

- Identify problems of access for needy people to legal services
- Provide advice, assistance and representation to needy persons resident or working in the County of Norfolk
- 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
- Promote such other charitable purposes as are for the benefit of the community in the area of benefit
- Provide free legal advice and representation in all areas of discrimination i.e. age, disability, gender, race, sexual orientation or religious belief

The long term aim of Norfolk Community Law Service is to develop services as funding becomes available to provide free legal advice, casework and representation to individuals and groups which meet gaps in existing provision in all areas of social welfare law including housing, welfare benefits and debt, discrimination in all areas, community care, mental health and education. We also aim to provide advice and training to advice agency staff, individuals, community groups, employers and service providers.

**Volunteers**

Norfolk Community Law Service is grateful for the help provided by volunteers who give their time free in assisting us in various areas of our activities.

**Report of the Trustees  
for the Year Ended 31 March 2008**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Norfolk Community Law Service continues to provide twice weekly free legal advice drop in sessions with the assistance of local solicitors, who provide their services on a pro bono basis

The housing repossession representation service continues to operate in partnership with Shelter, with funding on a case by case basis from the Legal Services Commission (LSC). Volunteers from a range of backgrounds, including students from the University of East Anglia, are trained to provide this service which is co-ordinated and managed by a part-time member of staff.

A discrimination lawyer provides advice and representation in all areas of discrimination. This post was established in November 2006 and is funded for three years by the Big Lottery. The discrimination service is supported by funding by the Department for Communities and Local Government (DCLG) Connecting Communities Fund which provides for targeting services towards black and minority ethnic groups and pays for a part-time co-ordinator, publicity, translations and interpreters.

Norfolk Community Law Service also receives funding via Advice for Life Cambridge, as part of a regional project funded by the Department of Business, Enterprise and Regulatory Reform's (BERR) Financial Inclusion Fund to provide debt advice for offenders, ex-offenders and their families. This service commenced in April 2007.

**FINANCIAL REVIEW**

**Reserves policy**

The Trustees have examined the Charity's requirements for reserves in the light of the main risks to the organisation. The Trustees have established a policy that the Charity's unrestricted funds, which have not been committed or invested in tangible fixed assets, should represent between three and six months of estimated total annual expenditure. The reserves are needed to meet the Charity's working capital requirements and the Trustees believe that maintaining reserves at the target level would allow for the financing of a controlled reduction in the scope of the Charity's operations in the event of a significant drop in funding.

Budgeted expenditure for 2008/09 is £208,410 and so the target for free reserves is from £52,000 to £104,000. As at 31 March 2008, free reserves amounted to £37,904, which is a shortfall on the target level. In light of this shortfall, the Trustees are endeavouring to raise additional core funding while monitoring the financial viability of the Charity's operations. Reserves are sufficient to fund continuing operations in the short term.

**Principal funding sources**

In addition to funding from the Big Lottery, DCLG, BERR and the LSC referred to above, the work of Norfolk Community Law Service has been supported by grants from Norwich City Council, Norwich Consolidated Charities, South Norfolk District Council and Voluntary Norfolk. Funds have also been promised for 2008/09 by Norfolk Constabulary and the Transport and General Workers Union for specific projects.

**FUTURE DEVELOPMENTS**

The Trustees are currently operating a pilot advice and advocacy service for the victims of domestic violence which will be expanded if the pilot is successful and the necessary funding can be found. We are also working with a number of partner agencies to establish an advocacy service for young people with mental health difficulties. Norfolk Community Law Service is the lead agency for a partnership bid for Big Lottery Advice Plus funding to support an advice network for Norfolk. Other priorities are to establish a representation service in the fields of welfare benefits and mental health as well as to expand our discrimination service.

**Report of the Trustees  
for the Year Ended 31 March 2008**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing those 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,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

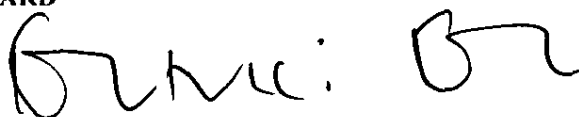
**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant information (as defined by Section 234ZA of the Companies Act 1985) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

**AUDITORS**

The auditors, Roger Hopkins, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

**ON BEHALF OF THE BOARD**



Mr Benedict Keane - Trustee

Date 10 July 2008

**Report of the Independent Auditors to the Members of  
Norfolk Community Law Service Limited**

We have audited the financial statements of Norfolk Community Law Service Limited for the year ended 31 March 2008 on pages six to thirteen. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

The trustees' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page four.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Report of the Trustees is consistent with the financial statements.

In addition, we report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 significant estimates and judgements made by the trustees 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 the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, 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, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Report of the Trustees is consistent with the financial statements.



Roger Hopkins  
18 Princes Street  
Norwich  
Norfolk  
NR3 1AE

Date 10 July 2008

Norfolk Community Law Service Limited

Statement of Financial Activities  
for the Year Ended 31 March 2008

|                                                      | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 31 3 08<br>Total<br>funds<br>£ | 31 3 07<br>Total<br>funds<br>£ |
|------------------------------------------------------|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| <b>INCOMING RESOURCES</b>                            |       |                            |                          |                                |                                |
| <b>Incoming resources from generated funds</b>       |       |                            |                          |                                |                                |
| Voluntary income                                     | 2     | 26,168                     | 105,964                  | 132,132                        | 99,425                         |
| Investment income                                    | 3     | 2,675                      | -                        | 2,675                          | 1,927                          |
| <b>Incoming resources from charitable activities</b> |       |                            |                          |                                |                                |
| Housing Repossession                                 | 4     | 10,256                     | -                        | 10,256                         | 9,262                          |
| Discrimination Service                               |       | -                          | -                        | -                              | 1,769                          |
| <b>Total incoming resources</b>                      |       | <b>39,099</b>              | <b>105,964</b>           | <b>145,063</b>                 | <b>112,383</b>                 |
| <b>RESOURCES EXPENDED</b>                            |       |                            |                          |                                |                                |
| <b>Costs of generating funds</b>                     |       |                            |                          |                                |                                |
| Costs of generating voluntary income                 | 5     | 27,034                     | 125,191                  | 152,225                        | 77,017                         |
| <b>Charitable activities</b>                         |       |                            |                          |                                |                                |
| Discrimination Service                               |       | -                          | -                        | -                              | 1,350                          |
| <b>Governance costs</b>                              | 6     | <b>2,915</b>               | <b>634</b>               | <b>3,549</b>                   | <b>1,716</b>                   |
| <b>Total resources expended</b>                      |       | <b>29,949</b>              | <b>125,825</b>           | <b>155,774</b>                 | <b>80,083</b>                  |
| <b>NET INCOMING/(OUTGOING) RESOURCES</b>             |       |                            |                          |                                |                                |
|                                                      |       | <b>9,150</b>               | <b>(19,861)</b>          | <b>(10,711)</b>                | <b>32,300</b>                  |
| <b>RECONCILIATION OF FUNDS</b>                       |       |                            |                          |                                |                                |
| <b>Total funds brought forward</b>                   |       | <b>29,238</b>              | <b>25,776</b>            | <b>55,014</b>                  | <b>22,714</b>                  |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                   |       | <b><u>38,388</u></b>       | <b><u>5,915</u></b>      | <b><u>44,303</u></b>           | <b><u>55,014</u></b>           |

The notes form part of these financial statements

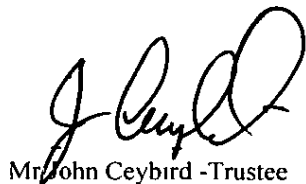
Norfolk Community Law Service Limited

**Balance Sheet  
At 31 March 2008**

|                                                  | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 31 3 08<br>Total<br>funds<br>£ | 31 3 07<br>Total<br>funds<br>£ |
|--------------------------------------------------|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                              |       |                            |                          |                                |                                |
| Tangible assets                                  | 10    | 484                        | 5,915                    | 6,399                          | 7,881                          |
| <b>CURRENT ASSETS</b>                            |       |                            |                          |                                |                                |
| Debtors                                          | 11    | 8,804                      | -                        | 8,804                          | 13,396                         |
| Cash at bank and in hand                         |       | <u>44,326</u>              | <u>-</u>                 | <u>44,326</u>                  | <u>39,940</u>                  |
|                                                  |       | 53,130                     | -                        | 53,130                         | 53,336                         |
| <b>CREDITORS</b>                                 |       |                            |                          |                                |                                |
| Amounts falling due within one year              | 12    | (15,226)                   | -                        | (15,226)                       | (6,203)                        |
| <b>NET CURRENT ASSETS</b>                        |       | <u>37,904</u>              | <u>-</u>                 | <u>37,904</u>                  | <u>47,133</u>                  |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | <u>38,388</u>              | <u>5,915</u>             | <u>44,303</u>                  | <u>55,014</u>                  |
| <b>NET ASSETS</b>                                |       | <u>38,388</u>              | <u>5,915</u>             | <u>44,303</u>                  | <u>55,014</u>                  |
| <b>FUNDS</b>                                     | 13    |                            |                          |                                |                                |
| Unrestricted funds                               |       |                            |                          | 38,388                         | 29,238                         |
| Restricted funds                                 |       |                            |                          | <u>5,915</u>                   | <u>25,776</u>                  |
| <b>TOTAL FUNDS</b>                               |       |                            |                          | <u>44,303</u>                  | <u>55,014</u>                  |

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007)

The financial statements were approved by the Board of Trustees on 10 July 2008 and were signed on its behalf by



Mr John Ceybird -Trustee

**Notes to the Financial Statements  
for the Year Ended 31 March 2008**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), the Companies Act 1985 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities 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.

**Resources expended**

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

Charitable activity costs are incurred directly in support of expenditure on the objects of the charity.

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

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|           |              |
|-----------|--------------|
| Equipment | -25% on cost |
|-----------|--------------|

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds comprise unrestricted funds that have been set aside by trustees for particular purposes. The aim and use of each designated fund is set out in the notes of the financial statements.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pensions**

The Charity operates a defined contribution pension scheme. Contributions payable are charged in the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2008

2. VOLUNTARY INCOME

|               | 31 3 08        | 31 3 07       |
|---------------|----------------|---------------|
|               | £              | £             |
| Donations     | 869            | 661           |
| Grants        | 131,263        | 98,514        |
| Sundry income | -              | 250           |
|               | <u>132,132</u> | <u>99,425</u> |

Grants received, included in the above, are as follows

|                                | 31 3 08        | 31 3 07       |
|--------------------------------|----------------|---------------|
|                                | £              | £             |
| South Norfolk District Council | 5,000          | -             |
| Norwich Consolidated Charities | 10,000         | 25,000        |
| Big Lottery Fund               | 45,871         | 22,394        |
| Connecting Communities+        | 41,204         | 37,499        |
| Norwich City Council           | 10,300         | 10 000        |
| Voluntary Norfolk              | 1,500          | -             |
| Financial Inclusion Fund       | 17,388         | 3,621         |
|                                | <u>131,263</u> | <u>98,514</u> |

3. INVESTMENT INCOME

|                          | 31 3 08      | 31 3 07      |
|--------------------------|--------------|--------------|
|                          | £            | £            |
| Deposit account interest | <u>2,675</u> | <u>1,927</u> |

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

|                  | Activity               | 31 3 08       | 31 3 07       |
|------------------|------------------------|---------------|---------------|
|                  |                        | £             | £             |
| Shelter          | Housing Repossession   | 10,256        | 9,262         |
| Training courses | Discrimination Service | -             | 1,769         |
|                  |                        | <u>10,256</u> | <u>11,031</u> |

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2008**

**5. COSTS OF GENERATING VOLUNTARY INCOME**

|                                             | 31 3 08        | 31 3 07       |
|---------------------------------------------|----------------|---------------|
|                                             | £              | £             |
| Staff costs                                 | 90,707         | 46,704        |
| Insurance and subscriptions                 | 6,167          | 2,393         |
| Telephone, postage, printing and stationery | 5,204          | 3 186         |
| Sundries                                    | 311            | 153           |
| Advertising and publicity                   | 10,296         | 7,823         |
| Staff training and expenses                 | 4,095          | 1,955         |
| Volunteer training and expenses             | 1,451          | 735           |
| Rent                                        | 8,406          | 7,398         |
| Software                                    | 3,231          | 944           |
| Journals and books                          | 1,014          | 363           |
| Internet and data protection                | 207            | 59            |
| Equipment repairs                           | 194            | 417           |
| Interpreters                                | 11,679         | 1,382         |
| Payroll costs                               | 368            | 382           |
| Provision of training                       | 4,077          | -             |
| Pension scheme fees                         | 100            | -             |
| Professional fees                           | 1,500          | -             |
| Depreciation                                | <u>3,218</u>   | <u>3,123</u>  |
|                                             | <u>152,225</u> | <u>77,017</u> |

**6. GOVERNANCE COSTS**

|                                | 31 3 08      | 31 3 07      |
|--------------------------------|--------------|--------------|
|                                | £            | £            |
| Auditors' remuneration         | 2,739        | 975          |
| Room hire for trustee meetings | 500          | 500          |
| Annual Report and AGM          | <u>310</u>   | <u>241</u>   |
|                                | <u>3,549</u> | <u>1,716</u> |

**7. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting)

|                             | 31 3 08      | 31 3 07      |
|-----------------------------|--------------|--------------|
|                             | £            | £            |
| Auditors' remuneration      | 2,739        | 975          |
| Depreciation - owned assets | <u>3,218</u> | <u>3,123</u> |

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2008 nor for the year ended 31 March 2007

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 March 2008 nor for the year ended 31 March 2007

Any payments to trustees are only in respect of reimbursements for purchases made on behalf of the charity

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2008

9. STAFF COSTS

|                     | 31 3 08       | 31 3 07       |
|---------------------|---------------|---------------|
|                     | £             | £             |
| Wages and salaries  | 86,832        | 45,954        |
| Other pension costs | <u>3,875</u>  | <u>750</u>    |
|                     | <u>90,707</u> | <u>46,704</u> |

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

|                      | 31 3 08  | 31 3 07  |
|----------------------|----------|----------|
| Administration       | 3        | 2        |
| Employed on projects | <u>3</u> | <u>2</u> |
|                      | <u>6</u> | <u>4</u> |

10. TANGIBLE FIXED ASSETS

|                       | Equipment<br>£ |
|-----------------------|----------------|
| <b>COST</b>           |                |
| At 1 April 2007       | 14,597         |
| Additions             | <u>1,736</u>   |
| At 31 March 2008      | <u>16,333</u>  |
| <b>DEPRECIATION</b>   |                |
| At 1 April 2007       | 6,716          |
| Charge for year       | <u>3,218</u>   |
| At 31 March 2008      | <u>9,934</u>   |
| <b>NET BOOK VALUE</b> |                |
| At 31 March 2008      | <u>6,399</u>   |
| At 31 March 2007      | <u>7,881</u>   |

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|               | 31 3 08      | 31 3 07       |
|---------------|--------------|---------------|
|               | £            | £             |
| Trade debtors | 7,173        | 8,133         |
| Other debtors | <u>1,631</u> | <u>5,263</u>  |
|               | <u>8,804</u> | <u>13,396</u> |

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2008**

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                           | 31 3 08       | 31 3 07      |
|---------------------------|---------------|--------------|
|                           | £             | £            |
| Bank loans and overdrafts | -             | 2,741        |
| Other creditors           | <u>15,226</u> | <u>3,462</u> |
|                           | <u>15,226</u> | <u>6,203</u> |

**13. MOVEMENT IN FUNDS**

|                           | At 1 4 07     | Net movement<br>in funds | At 31 3 08    |
|---------------------------|---------------|--------------------------|---------------|
|                           | £             | £                        | £             |
| <b>Unrestricted funds</b> |               |                          |               |
| General fund              | 29,238        | 9,150                    | 38,388        |
| <b>Restricted funds</b>   |               |                          |               |
| Rent Repossession         | 1,076         | (538)                    | 538           |
| Big Lottery Fund          | 3,544         | (2,348)                  | 1,196         |
| Connecting Communities+   | 18,077        | (14,393)                 | 3,684         |
| Financial Inclusion Fund  | <u>3,079</u>  | <u>(2,582)</u>           | <u>497</u>    |
|                           | 25,776        | (19 861)                 | 5,915         |
| <b>TOTAL FUNDS</b>        | <u>55,014</u> | <u>(10,711)</u>          | <u>44 303</u> |

Net movement in funds, included in the above are as follows

|                           | Incoming<br>resources | Resources<br>expended | Movement in<br>funds |
|---------------------------|-----------------------|-----------------------|----------------------|
|                           | £                     | £                     | £                    |
| <b>Unrestricted funds</b> |                       |                       |                      |
| General fund              | 39,099                | (29,949)              | 9,150                |
| <b>Restricted funds</b>   |                       |                       |                      |
| Big Lottery Fund          | 45,871                | (48,219)              | (2,348)              |
| Connecting Communities+   | 41,205                | (55,598)              | (14,393)             |
| Financial Inclusion Fund  | 17,388                | (19,970)              | (2,582)              |
| Voluntary Norfolk         | 1,500                 | (1,500)               | -                    |
| Rent Repossession         | <u>-</u>              | <u>(538)</u>          | <u>(538)</u>         |
|                           | 105,964               | (125,825)             | (19,861)             |
| <b>TOTAL FUNDS</b>        | <u>145,063</u>        | <u>(155,774)</u>      | <u>(10,711)</u>      |

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2008**

**13. MOVEMENT IN FUNDS - continued**

**Unrestricted funds**

The unrestricted funds represent the free funds of the charity which have not been designated for a particular purpose

**Restricted funds**

Restricted funds comprise the following

**- The Big Lottery Fund**

This results from a grant from the Big Lottery Fund to set up a Discrimination Advice Service. This service started in November 2006

**- The Connecting Communities Fund**

This comprises money from the DCLG to support the Discrimination Advice Service by providing funds for training, interpreters and publicity

**- The Financial Inclusion Fund**

This is a service to give benefits advice to offenders and ex-offenders and their families

**- Rent Repossession**

This comprises money received in 2004/05 from the Legal Services Commission to cover start up costs for the scheme. The fund balance carried forward represents the net book value of assets acquired with the funding and the balance will be reduced in future by the depreciation of the assets

**- Voluntary Norfolk Fund**

A grant from Voluntary Norfolk was awarded to fund a consultant to advise on a further application for funding from the Lottery Fund. The grant was spent in full by 31 March 2008

**14. RELATED PARTY DISCLOSURES**

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

**15. PENSIONS**

The Charity operates a defined contribution pension scheme managed by The Pensions Trust. The scheme was set up with effect from 1 November 2006. For each member of staff who elects to join the scheme, the Charity pays in 5% of the gross pay to the scheme. Contributions payable for the year amounted to £3,875 (2007 - £750) and are charged in the Statement of Financial Activities

The assets of the scheme are held separately from the Charity

**Norfolk Community Law Service Limited**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2008**

|                                                      | 31 3 08<br>£   | 31 3 07<br>£   |
|------------------------------------------------------|----------------|----------------|
| <b>INCOMING RESOURCES</b>                            |                |                |
| <b>Voluntary income</b>                              |                |                |
| Donations                                            | 869            | 661            |
| Grants                                               | 131,263        | 98,514         |
| Sundry income                                        | -              | 250            |
|                                                      | <u>132,132</u> | <u>99,425</u>  |
| <b>Investment income</b>                             |                |                |
| Deposit account interest                             | 2,675          | 1,927          |
| <b>Incoming resources from charitable activities</b> |                |                |
| Shelter                                              | 10,256         | 9,262          |
| Training courses                                     | -              | 1,769          |
|                                                      | <u>10,256</u>  | <u>11,031</u>  |
| <b>Total incoming resources</b>                      | <b>145,063</b> | <b>112,383</b> |
| <b>RESOURCES EXPENDED</b>                            |                |                |
| <b>Costs of generating voluntary income</b>          |                |                |
| Wages                                                | 86,832         | 45,954         |
| Pensions                                             | 3,875          | 750            |
| Insurance and subscriptions                          | 6,167          | 2,393          |
| Telephone, postage, printing and stationery          | 5,204          | 3,186          |
| Sundries                                             | 311            | 153            |
| Advertising and publicity                            | 10,296         | 7,823          |
| Staff training and expenses                          | 4,095          | 1,955          |
| Volunteer training and expenses                      | 1,451          | 735            |
| Rent                                                 | 8,406          | 7,398          |
| Software                                             | 3,231          | 944            |
| Journals and books                                   | 1,014          | 363            |
| Internet and data protection                         | 207            | 59             |
| Equipment repairs                                    | 194            | 417            |
| Interpreters                                         | 11,679         | 1,382          |
| Payroll costs                                        | 368            | 382            |
| Provision of training                                | 4,077          | -              |
| Pension scheme fees                                  | 100            | -              |
| Professional fees                                    | 1,500          | -              |
| Depreciation of tangible fixed assets                | 3,218          | 3,123          |
|                                                      | <u>152,225</u> | <u>77,017</u>  |
| <b>Charitable activities</b>                         |                |                |
| Training costs                                       | -              | 1,339          |
| Staff expenses                                       | -              | 11             |
|                                                      | <u>-</u>       | <u>1,350</u>   |

This page does not form part of the statutory financial statements

**Norfolk Community Law Service Limited**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2008**

|                                 | 31 3 08<br>£      | 31 3 07<br>£      |
|---------------------------------|-------------------|-------------------|
| <b>Governance costs</b>         |                   |                   |
| Auditors' remuneration          | 2,739             | 975               |
| Room hire for trustee meetings  | 500               | 500               |
| Annual Report and AGM           | <u>310</u>        | <u>241</u>        |
|                                 | <u>3,549</u>      | <u>1,716</u>      |
| <b>Total resources expended</b> | 155,774           | 80,083            |
|                                 | <u>          </u> | <u>          </u> |
| <b>Net income/(expenditure)</b> | <u>(10,711)</u>   | <u>32,300</u>     |

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