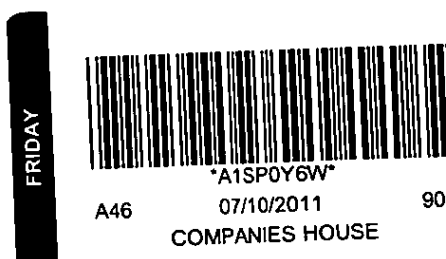


REGISTERED COMPANY NUMBER: 3524607 (England and Wales)
REGISTERED CHARITY NUMBER: 1069066

**Report of the Directors and
Financial Statements For The Year Ended 31 March 2011
for
Norfolk Community Law Service Limited**



**Roger Hopkins
18 Princes Street
Norwich
Norfolk
NR3 1AE**

**Contents of the Financial Statements
for the Year Ended 31 March 2011**

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Norfolk Community Law Service Limited

Report of the Directors for the Year Ended 31 March 2011

The directors present their report with the financial statements of the charity for the year ended 31 March 2011. The directors 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

Directors

Mr Benedict Keane
Mr John Ceybird
Ms Liz Edwards
Mr Gordon Dean
Mr Richard Goodall
Mr Antony Milton
Ms Vanessa Morton
Mr Mike Pendred
Mr Gerardo Rodriguez
Mrs Margaret Sparrow
Mr Andrew Spencer
Mr Steve Stavridis

Chair
Hon Treasurer
Hon Secretary

Vice-Chair

- resigned 19 9 10
- appointed 26 5 10

Company Secretary
Mr John Ceybird

Auditors

Roger Hopkins
18 Princes Street
Norwich
Norfolk
NR3 1AE

Bankers

Lloyds TSB Bank plc
Gentlemans Walk
Norwich

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Norfolk Community Law Service 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 governed by its Memorandum and Articles of Association, which were most recently updated in April 2006. On 30 March 2005 the name of the Charity was changed from NDLS Limited to Norfolk Community Law Service Limited. 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 Directors
for the Year Ended 31 March 2011**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new directors

Directors are appointed by members of the Company. Directors, once appointed, will remain appointed until retirement or they are removed by the members of the Company. Directors 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 directors shall not be less than six but is not subject to any maximum.

Induction and training of new directors

New directors 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 directors 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 directors are responsible for managing the charity and take a close interest in its day to day running. The general manager is responsible to the directors 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 directors 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 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.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The remit of Norfolk Community Law Service Limited 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 Limited 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.

**Report of the Directors
for the Year Ended 31 March 2011**

OBJECTIVES AND ACTIVITIES

Public benefit

The directors have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's objectives and aims and in planning the Charity's future activities. In particular, the directors consider how planned activities will contribute to the aims and objectives set.

Volunteers

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

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Norfolk Community Law Service Limited 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, which we operated in partnership with Shelter, with funding on a case by case basis from the Legal Services Commission (LSC), ended in November 2010 because of changes in the LSC's contract arrangements. We continue to operate a housing mediation service in conjunction with Norwich City Council.

Norfolk Community Law Service Limited provides debt advice for offenders, ex-offenders and their families, and young persons, as part of a regional project managed by Citizens Advice and funded by the Department of Business, Innovation and Skills Financial Inclusion Fund. We have recently received supplementary funding from the Anglian Water Trust Fund and UNITE to expand and provide additional resources for this service to be expended in 2011/12.

We are working with six partner organisations to develop the Norfolk Community Advice Network in order to improve the quality and accessibility of advice services across Norfolk. Funding for this work is provided by the Big Lottery Fund until September 2014.

We have been working with a number of interested parties to explore the need for representation for birth relatives where children are being taken into care or adopted.

In conjunction with Leeway and Norwich City Council we are continuing to develop our advice and advocacy service for victims of domestic abuse. This project has been funded by UNITE, Garden Court Chambers and Norwich City Council.

Using funding we have received from the Government's Migrant Impact Fund through Voluntary Norfolk, we have co-ordinated a number of services provided by partner agencies for migrant workers in Norfolk, including the provision by Norfolk Community Law Service of employment, discrimination and welfare rights and advocacy. We have also provided discrimination awareness training for partner agencies, community groups and service providers, which is being funded by the Equality and Human Rights Commission.

We received a grant from the 'Working Together for Advice' project to improve our reception area.

We have promoted the formation of a separate fundraising charity, the Supporters of Norfolk Community Law Service, which was launched in October 2010 and has held a number of successful fundraising events that have also raised public awareness of our activities.

**Report of the Directors
for the Year Ended 31 March 2011**

FINANCIAL REVIEW

Reserves policy

The directors have examined the Charity's requirements for reserves in the light of the main risks to the organisation. The directors have established a policy that the Charity's revenue reserves, which have not been committed or invested in tangible fixed assets, should represent three months of estimated total annual expenditure. The reserves are needed to meet the Charity's working capital requirements and the directors 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 2011/12 is £245,000 and so the target for revenue reserves is £61,250. As at 31 March 2011, revenue reserves amounted to £110,354, which satisfies the reserves policy. Reserves are sufficient to fund continuing operations in the short term, but the directors continue to endeavour to raise additional core funding while monitoring the ongoing financial viability of the Charity.

Principal funding sources

In addition to the sources of funding referred to above, we acknowledge the receipt of general funding from Norwich Consolidated Charities, Norwich City Council, South Norfolk District Council and Broadland District Council, as well as donations from private organisations and individuals.

FUTURE DEVELOPMENTS

Norfolk Community Law Service Limited is expanding the use of volunteer UEA Law students to assist with our services, particularly the free legal advice drop in service, enabling us to provide an improved service for clients and also to expand the service to Cromer. We are very grateful to UEA for their recent offer of funding for this scheme. Other priorities are to extend our services further across Norfolk and to establish a representation service in the fields of welfare benefits, mental health, immigration, discrimination and also advocacy for birth parents as well as to secure the future funding of our services generally.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charity SORP,
- 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 directors 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 2006. 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.

In so far as the directors are aware

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**Report of the Directors
for the Year Ended 31 March 2011**

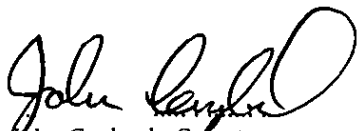
STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each director has taken all the steps that they ought to have taken as a director 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 at the forthcoming Extraordinary General Meeting

ON BEHALF OF THE BOARD

A handwritten signature in black ink, appearing to read 'John Ceybird', with a large, stylized loop at the end.

Mr John Ceybird - Secretary

Date 26 August 2011

**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 2011 on pages seven to fourteen. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the Statement of Directors' Responsibilities, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the directors, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the financial statements to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

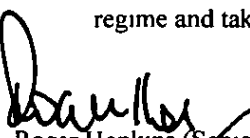
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of directors' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Directors.


Roger Hopkins (Senior Statutory Auditor)
for and on behalf of Roger Hopkins
18 Princes Street
Norwich
Norfolk
NR3 1AE

Date 26 August 2011

**Statement of Financial Activities
for the Year Ended 31 March 2011**

		Unrestricted funds £	Restricted funds £	31 3 11 Total funds £	31 3 10 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	41,228	165,104	206,332	185,816
Investment income	3	1,213	-	1,213	658
Incoming resources from charitable activities					
Housing Repossession	4	4,571	-	4,571	5,883
Mediation Service		-	-	-	3,425
Total incoming resources		47,012	165,104	212,116	195,782
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	5	36,920	156,844	193,764	156,058
Governance costs	6	1,362	1,847	3,209	4,188
Total resources expended		38,282	158,691	196,973	160,246
NET INCOMING RESOURCES before transfers					
		8,730	6,413	15,143	35,536
Gross transfers between funds	13	(1,565)	1,565	-	-
Net incoming/(outgoing) resources		7,165	7,978	15,143	35,536
RECONCILIATION OF FUNDS					
Total funds brought forward		64,114	34,962	99,076	63,540
TOTAL FUNDS CARRIED FORWARD		71,279	42,940	114,219	99,076

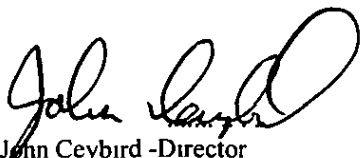
The notes form part of these financial statements

Balance Sheet
At 31 March 2011

	Notes	Unrestricted funds £	Restricted funds £	31 3 11 Total funds £	31 3 10 Total funds £
FIXED ASSETS					
Tangible assets	10	417	3,448	3,865	3,830
CURRENT ASSETS					
Debtors	11	1,270	12,766	14,036	15,430
Cash at bank and in hand		<u>76,932</u>	<u>27,362</u>	<u>104,294</u>	<u>88,719</u>
		78,202	40,128	118,330	104,149
CREDITORS					
Amounts falling due within one year	12	(7,340)	(636)	(7,976)	(8,903)
NET CURRENT ASSETS		<u>70,862</u>	<u>39,492</u>	<u>110,354</u>	<u>95,246</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>71,279</u>	<u>42,940</u>	<u>114,219</u>	<u>99,076</u>
NET ASSETS		<u>71,279</u>	<u>42,940</u>	<u>114,219</u>	<u>99,076</u>
FUNDS	13				
Unrestricted funds				71,279	64,114
Restricted funds				<u>42,940</u>	<u>34,962</u>
TOTAL FUNDS				<u>114,219</u>	<u>99,076</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Directors on 26 August 2011 and were signed on its behalf by



Mr John Ceybird -Director

**Notes to the Financial Statements
for the Year Ended 31 March 2011**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 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 to 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 2011**

2. VOLUNTARY INCOME

	31 3 11	31 3 10
	£	£
Donations	1,228	1,154
Grants	<u>205,104</u>	<u>184,662</u>
	<u>206,332</u>	<u>185,816</u>

Grants received, included in the above, are as follows

	31 3 11	31 3 10
	£	£
South Norfolk District Council	5,000	2,500
Norwich Consolidated Charities	10,000	10,000
Big Lottery Fund	53,921	63,212
Connecting Communities+	-	669
Norwich City Council	10,000	17,000
Voluntary Norfolk	-	10,960
Financial Inclusion Fund	52,573	39,456
Broadland District Council	15,000	25,000
Advice & Advocacy Strategy Group	-	15,865
Migrant Impact Fund	34,878	-
UNITE	1,500	-
Anglian Water Trust Fund	5,000	-
Working Together for Advice	1,115	-
Equality & Human Rights Commission	<u>16,117</u>	<u>-</u>
	<u>205,104</u>	<u>184,662</u>

3. INVESTMENT INCOME

	31 3 11	31 3 10
	£	£
Deposit account interest	<u>1,213</u>	<u>658</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	31 3 11	31 3 10
		£	£
Shelter	Housing Repossession	4,571	5,883
Mediation Service	Mediation Service	<u>-</u>	<u>3,425</u>
		<u>4,571</u>	<u>9,308</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2011

5. COSTS OF GENERATING VOLUNTARY INCOME

	31 3 11	31 3 10
	£	£
Staff costs	150,014	112,325
Insurance and subscriptions	4,624	5,319
Telephone, postage, printing and stationery	6,236	5,049
Sundries	253	151
Advertising and publicity	4,630	4,853
Staff training and expenses	1,563	3,016
Volunteer training and expenses	286	711
Rent and room hire	17,218	15,427
IT support and computer consumables	3,701	1,225
Journals and books	20	25
Statutory registration fees	50	35
Equipment repairs	115	276
Interpreters	984	633
Payroll costs	766	620
Pension scheme fees	240	240
Professional fees	-	1,778
Fundraising and project development	444	585
Provision of training	494	-
Depreciation	2,126	3,790
	<u>193,764</u>	<u>156,058</u>

6. GOVERNANCE COSTS

	31 3 11	31 3 10
	£	£
Auditors' remuneration	2,295	2,447
Auditors' remuneration for non-audit work	-	529
Room hire for trustee meetings	-	500
Annual Report and AGM	914	712
	<u>3,209</u>	<u>4,188</u>

7. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	31 3 11	31 3 10
	£	£
Auditors' remuneration	2,295	2,447
Depreciation - owned assets	<u>2,126</u>	<u>3,790</u>

8. DIRECTORS' REMUNERATION AND BENEFITS

There were no directors' remuneration or other benefits for the year ended 31 March 2011 nor for the year ended 31 March 2010

Directors' Expenses

There were no directors' expenses paid for the year ended 31 March 2011 nor for the year ended 31 March 2010

Any payments to directors 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 2011

9. STAFF COSTS

	31 3 11	31 3 10
	£	£
Wages, salaries and subcontract labour	144,502	108,574
Other pension costs	<u>5,512</u>	<u>3,751</u>
	<u>150,014</u>	<u>112,325</u>

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

	31 3 11	31 3 10
Administration	3	3
Employed on projects	<u>5</u>	<u>4</u>
	<u>8</u>	<u>7</u>

10. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2010	19,517
Additions	<u>2,161</u>
At 31 March 2011	<u>21,678</u>
DEPRECIATION	
At 1 April 2010	15,687
Charge for year	<u>2,126</u>
At 31 March 2011	<u>17,813</u>
NET BOOK VALUE	
At 31 March 2011	<u>3,865</u>
At 31 March 2010	<u>3,830</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 3 11	31 3 10
	£	£
Trade debtors	12,766	13,832
Other debtors	<u>1,270</u>	<u>1,598</u>
	<u>14,036</u>	<u>15,430</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 3 11	31 3 10
	£	£
Other creditors	<u>7,976</u>	<u>8,903</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2011

13. MOVEMENT IN FUNDS

	At 1 4 10 £	Net movement in funds £	Transfers between funds £	At 31 3 11 £
Unrestricted funds				
General fund	64,114	8,730	(1,565)	71,279
Restricted funds				
Financial Inclusion Fund	1,128	(1,950)	1,565	743
Big Lottery Fund - Norfolk Community Advice Network	8,623	5,305	-	13,928
Domestic Abuse Project	7,126	(4,303)	-	2,823
LAA Outreach Project	5,038	-	(5,038)	-
EHRC Discrimination Awareness Project	(1,436)	1,436	-	-
Migrant Workers Project	14,483	(1,235)	5,038	18,286
Debt Advice Support	-	6,500	-	6,500
Working Together for Advice	-	660	-	660
	34,962	6,413	1,565	42,940
TOTAL FUNDS	<u>99,076</u>	<u>15,143</u>	<u>-</u>	<u>114,219</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	47,012	(38,282)	8,730
Restricted funds			
Financial Inclusion Fund	52,573	(54,523)	(1,950)
Big Lottery Fund - Norfolk Community Advice Network	53,921	(48,616)	5,305
Domestic Abuse Project	-	(4,303)	(4,303)
EHRC Discrimination Awareness Project	16,117	(14,681)	1,436
Migrant Workers Project	34,878	(36,113)	(1,235)
Debt Advice Support	6,500	-	6,500
Working Together for Advice	1,115	(455)	660
	165,104	(158,691)	6,413
TOTAL FUNDS	<u>212,116</u>	<u>(196,973)</u>	<u>15,143</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2011**

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 Financial Inclusion Fund

This service is funded by the Department for Business, Innovation and Skills to provide financial advice to offenders, ex-offenders, their families and young people generally Funding has been agreed to March 2011

- Big Lottery Fund - Norfolk Community Advice Network

This service is funded by the Big Lottery to develop the Norfolk Community Advice Network Funding has been agreed to 2014

- Domestic Abuse Project

This project is funded by Norwich City Council, the Transport & General Workers Union and Garden Court Chambers to develop a programme for the provision of advice and advocacy for the victims of domestic violence

- LAA Outreach Project

This service provides a discrimination advice outreach service in several locations in Norfolk and is funded by Voluntary Norfolk With the agreement of Voluntary Norfolk, this service was merged with the Migrant Workers Project in April 2010

- EHRC Discrimination Awareness Project

This service is being funded by the Equality and Human Rights Commission to provide discrimination awareness training for advice agencies, community groups (including schools), employers and service providers

- Migrant Workers Project

This service is funded by the Government's Migrant Impact Fund to provide and co-ordinate advice for migrant workers, particularly in areas of employment and discrimination law and welfare rights

- Debt Advice Support

Grants have been received from Anglian Water and UNITE to help provide additional staffing for the debt advice service principally funded by the Financial Inclusion Fund

- CAB Working Together

A grant of £1,115 was received from the CAB Working Together Fund to improve reception facilities £880 of the grant was applied on purchases of fixed assets, which had a net book value of £660 at 31 March 2011

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 or has a Self Invested Pension Plan (SIPP), the Charity (at its sole discretion) currently pays in 5% of the gross pay to the scheme or SIPP Contributions payable for the year amounted to £5,512 (2010 - £3,751) and are charged in the Statement of Financial Activities

The assets of the scheme and of SIPPs are held separately from the Charity

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2011**

	31 3 11 £	31 3 10 £
INCOMING RESOURCES		
Voluntary income		
Donations	1,228	1,154
Grants	<u>205,104</u>	<u>184,662</u>
	206,332	185,816
Investment income		
Deposit account interest	1,213	658
Incoming resources from charitable activities		
Shelter	4,571	5,883
Mediation Service	<u>-</u>	<u>3,425</u>
	<u>4,571</u>	<u>9,308</u>
Total incoming resources	212,116	195,782
RESOURCES EXPENDED		
Costs of generating voluntary income		
Wages and subcontract labour	144,502	108,574
Pensions	5,512	3,751
Insurance and subscriptions	4,624	5,319
Telephone, postage, printing and stationery	6,236	5,049
Sundries	253	151
Advertising and publicity	4,630	4,853
Staff training and expenses	1,563	3,016
Volunteer training and expenses	286	711
Rent and room hire	17,218	15,427
IT support and computer consumables	3,701	1,225
Journals and books	20	25
Statutory registration fees	50	35
Equipment repairs	115	276
Interpreters	984	633
Payroll costs	766	620
Pension scheme fees	240	240
Professional fees	-	1,778
Fundraising and project development	444	585
Provision of training	494	-
Equipment depreciation	<u>2,126</u>	<u>3,790</u>
	193,764	156,058
Governance costs		
Auditors' remuneration	2,295	2,447
Auditors' remuneration for non-audit work	-	529
Room hire for trustee meetings	-	500
Annual Report and AGM	<u>914</u>	<u>712</u>
	3,209	4,188
Total resources expended	<u>196,973</u>	<u>160,246</u>
Net income	<u><u>15,143</u></u>	<u><u>35,536</u></u>

This page does not form part of the statutory financial statements