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REGISTERED COMPANY NUMBER: 03524607 (England and Wales)
REGISTERED CHARITY NUMBER: 1069066

**Report of the Directors and
Financial Statements For The Year Ended 31 March 2012
for
Norfolk Community Law Service Limited**



Roger Hopkins
18 Princes Street
Norwich
Norfolk
NR3 1AE

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for the Year Ended 31 March 2012**

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**Report of the Directors
for the Year Ended 31 March 2012**

The directors present their report with the financial statements of the charity for the year ended 31 March 2012. 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

03524607 (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
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 31 3 12

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 2012**

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 Chief Executive Officer 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 employment, family and domestic abuse, 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 2012**

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 in Norwich with the assistance of local solicitors, who provide their services on a pro bono basis. During the year to 31 March 2012 this service was successfully extended to Cromer, where a weekly service is provided.

We operate a rent arrears mediation service in conjunction for Norwich City Council housing tenants.

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 until 31 March 2012 by the Department of Business, Innovation and Skills Financial Inclusion Fund. Supplementary funding from Anglian Water Trust Fund and UNITE received in 2010/11 was expended in 2011/12 on developing this service. Since 1 April 2012 responsibility for funding this service has been transferred to the Money Advice Service.

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.

In conjunction with Leeway and Norwich City Council we are continuing to develop our advice and advocacy service for victims of domestic abuse. Funding in aid of this project has been received from 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 Limited of employment, discrimination and welfare rights and advocacy. In partnership with the Aire Centre we have provided advice on residency, status and entitlements to European Economic Area nationals. In conjunction with the Suffolk Discrimination Law Service we provide a monthly discrimination law advice clinic.

We are exploring with other interested parties the need for representation and advocacy for birth relatives of children taken into care or adopted.

We 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. However, in November 2011 we decided with the Supporters of Norfolk Community Law Service that it was more effective for that organisation to end its independence and a new Supporters Group was formed as an arm of Norfolk Community Law Service Limited, chaired by a member of the Company's Board. The Supporters Group has continued successfully to both raise funds for and promote public awareness of Norfolk Community Law Service Limited.

**Report of the Directors
for the Year Ended 31 March 2012**

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 2012/13 is £260,000 and so the target for revenue reserves is £65,000. As at 31 March 2012, revenue reserves amounted to £98,500, 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. A grant of £15,000 was received from the University of East Anglia in the summer of 2011 towards the operating costs of our Housing & Volunteers Service for the period from November 2010 to July 2011.

FUTURE DEVELOPMENTS

Norfolk Community Law Service Limited is continuing to develop 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 to expand the service to Cromer. In June 2012 we entered into an agreement with the UEA for ongoing funding for this scheme. Other priorities are to extend our services further across Norfolk (initially to Great Yarmouth) and to establish a representation service in the fields of welfare benefits, mental health, immigration, discrimination and advocacy for birth relatives, 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 2012**

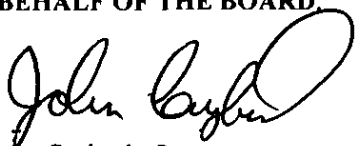
STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

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 Annual General Meeting

ON BEHALF OF THE BOARD

A handwritten signature in black ink, appearing to read 'John Ceybird', written over a horizontal line.

Mr John Ceybird - Secretary

Date 12 July 2012

**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 2012 on pages seven to fourteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 Report of the Directors 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 2012 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.

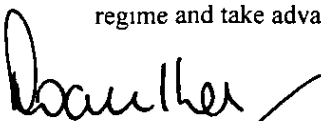
Opinion on other matter prescribed by the Companies Act 2006

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 12 July 2012

**Statement of Financial Activities
for the Year Ended 31 March 2012**

		Unrestricted funds £	Restricted funds £	31 3 12 Total funds £	31 3 11 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	42,504	172,176	214,680	206,332
Investment income	3	1,363	-	1,363	1,213
Incoming resources from charitable activities					
Housing repossession	4	-	-	-	4,571
Provision of training		<u>200</u>	<u>-</u>	<u>200</u>	<u>-</u>
Total incoming resources		44,067	172,176	216,243	212,116
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	5	40,941	182,801	223,742	193,764
Governance costs	6	<u>463</u>	<u>2,711</u>	<u>3,174</u>	<u>3,209</u>
Total resources expended		41,404	185,512	226,916	196,973
NET INCOMING/(OUTGOING) RESOURCES before transfers					
		2,663	(13,336)	(10,673)	15,143
Gross transfers between funds	13	<u>8,268</u>	<u>(8,268)</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		10,931	(21,604)	(10,673)	15,143
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>71,279</u>	<u>42,940</u>	<u>114,219</u>	<u>99,076</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>82,210</u></u>	<u><u>21,336</u></u>	<u><u>103,546</u></u>	<u><u>114,219</u></u>

**Balance Sheet
At 31 March 2012**

	Notes	Unrestricted funds £	Restricted funds £	31 3 12 Total funds £	31 3 11 Total funds £
FIXED ASSETS					
Tangible assets	10	2,182	2,844	5,026	3,865
CURRENT ASSETS					
Debtors	11	1,304	17,170	18,474	14,036
Cash at bank and in hand		<u>88,164</u>	<u>56,988</u>	<u>145,152</u>	<u>104,294</u>
		89,468	74,158	163,626	118,330
CREDITORS					
Amounts falling due within one year	12	(9,440)	(55,666)	(65,106)	(7,976)
NET CURRENT ASSETS		<u>80,028</u>	<u>18,492</u>	<u>98,520</u>	<u>110,354</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>82,210</u>	<u>21,336</u>	<u>103,546</u>	<u>114,219</u>
NET ASSETS		<u>82,210</u>	<u>21,336</u>	<u>103,546</u>	<u>114,219</u>
FUNDS	13				
Unrestricted funds				82,210	71,279
Restricted funds				<u>21,336</u>	<u>42,940</u>
TOTAL FUNDS				<u>103,546</u>	<u>114,219</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 12 July 2012 and were signed on its behalf by



Mr John Ceybird -Director

**Notes to the Financial Statements
for the Year Ended 31 March 2012**

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
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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 directors 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 2012

2. VOLUNTARY INCOME

	31 3 12	31 3 11
	£	£
Donations	10,004	1,228
Grants	<u>204,676</u>	<u>205,104</u>
	<u>214,680</u>	<u>206,332</u>

Grants received, included in the above, are as follows

	31 3 12	31 3 11
	£	£
South Norfolk District Council	5,000	5,000
Norwich Consolidated Charities	12,500	10,000
Big Lottery Fund	53,587	53,921
Norwich City Council - General Grant	10,000	10,000
Financial Inclusion Fund / F2F	53,896	52,573
Broadland District Council	5,000	15,000
Migrant Impact Fund	28,027	34,878
UNITE	-	1,500
Anglian Water Trust Fund	-	5,000
Working Together for Advice	-	1,115
Equality & Human Rights Commission	-	16,117
University of East Anglia	31,666	-
Norwich City Council - Housing Mediation	<u>5,000</u>	<u>-</u>
	<u>204,676</u>	<u>205,104</u>

3. INVESTMENT INCOME

	31 3 12	31 3 11
	£	£
Deposit account interest	<u>1,363</u>	<u>1,213</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	31 3 12	31 3 11
		£	£
Shelter	Housing repossession	-	4,571
Training courses	Provision of training	<u>200</u>	<u>-</u>
		<u>200</u>	<u>4,571</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2012

5. COSTS OF GENERATING VOLUNTARY INCOME

	31 3 12	31 3 11
	£	£
Staff and subcontract costs	170,993	150,014
Insurance and subscriptions	5,527	4,624
Telephone, postage, printing and stationery	6,532	6,236
Sundries	33	253
Advertising and publicity	4,825	4,630
Staff training and expenses	1,365	1,563
Volunteer training and expenses	458	286
Rent and room hire	19,080	17,218
IT support and computer consumables	2,654	3,701
Journals and books	50	20
Statutory registration fees	49	50
Equipment repairs and renewals	42	115
Interpreters	1,099	984
Payroll costs	902	766
Pension scheme fees	240	240
Professional fees	900	-
Fundraising and project development	483	444
Provision of training	5,622	494
Depreciation	2,888	2,126
	<u>223,742</u>	<u>193,764</u>

6. GOVERNANCE COSTS

	31 3 12	31 3 11
	£	£
Auditors' remuneration	2,094	2,295
Annual Report and AGM	1,080	914
	<u>3,174</u>	<u>3,209</u>

7. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	31 3 12	31 3 11
	£	£
Auditors' remuneration	2,094	2,295
Depreciation - owned assets	<u>2,888</u>	<u>2,126</u>

8. DIRECTORS' REMUNERATION AND BENEFITS

There were no directors' remuneration or other benefits for the year ended 31 March 2012, nor for the year ended 31 March 2011

Directors' Expenses

There were no directors' expenses paid for the year ended 31 March 2012, nor for the year ended 31 March 2011

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 2012

9. STAFF COSTS

	31 3 12	31 3 11
	£	£
Salaries and subcontract labour	164,815	144,502
Other pension costs	<u>6,178</u>	<u>5,512</u>
	<u>170,993</u>	<u>150,014</u>

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

	31 3 12	31 3 11
Administration	3	3
Employed on projects	<u>5</u>	<u>5</u>
	<u>8</u>	<u>8</u>

10. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2011	21,678
Additions	<u>4,049</u>
At 31 March 2012	<u>25,727</u>
DEPRECIATION	
At 1 April 2011	17,813
Charge for year	<u>2,888</u>
At 31 March 2012	<u>20,701</u>
NET BOOK VALUE	
At 31 March 2012	<u>5,026</u>
At 31 March 2011	<u>3,865</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 3 12	31 3 11
	£	£
Trade debtors	17,170	12,766
Other debtors	<u>1,304</u>	<u>1,270</u>
	<u>18,474</u>	<u>14,036</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 3 12	31 3 11
	£	£
Other creditors & deferred income	<u>65,106</u>	<u>7,976</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2012

13. MOVEMENT IN FUNDS

	At 1 4 11 £	Net movement in funds £	Transfers between funds £	At 31 3 12 £
Unrestricted funds				
General fund	71,279	2,663	8,268	82,210
Restricted funds				
Financial Inclusion Fund / F2F	743	166	65	974
Big Lottery Fund - Norfolk Community				
Advice Network	13,928	(4,580)	-	9,348
Domestic Abuse Project	2,823	(2,260)	-	563
Migrant Workers Project	18,286	(8,275)	-	10,011
Debt Advice Support	6,500	(6,500)	-	-
Working Together for Advice	660	(220)	-	440
Housing & Volunteers	-	8,333	(8,333)	-
	42,940	(13,336)	(8,268)	21,336
TOTAL FUNDS	<u>114,219</u>	<u>(10,673)</u>	<u>-</u>	<u>103,546</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	44,067	(41,404)	2,663
Restricted funds			
Financial Inclusion Fund / F2F	53,896	(53,730)	166
Big Lottery Fund - Norfolk Community Advice Network	53,587	(58,167)	(4,580)
Migrant Workers Project	28,027	(36,302)	(8,275)
Debt Advice Support	-	(6,500)	(6,500)
Working Together for Advice	-	(220)	(220)
Housing & Volunteers	36,666	(28,333)	8,333
Domestic Abuse Project	-	(2,260)	(2,260)
	172,176	(185,512)	(13,336)
TOTAL FUNDS	<u>216,243</u>	<u>(226,916)</u>	<u>(10,673)</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2012**

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

Until March 2012, this service was funded by the Department for Business, Innovation and Skills to provide financial advice to offenders, ex-offenders, their families and young people generally. Since April 2012 the service has been funded by the Money Advice Service and funding has been agreed to March 2013.

- 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 partially funded by Norwich City Council, the Transport & General Workers Union and Garden Court Chambers to provide advice and advocacy for the victims of domestic violence.

- Housing & Volunteers Service

This service is partially funded by Norwich City Council and the University of East Anglia (with the shortfall funded from the General fund of Norfolk Community Law Service) to provide a housing mediation service and to organise and manage the volunteers who assist in the work of Norfolk Community Law Service, both generally and specifically on the free legal advice service.

- 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. These funds were expended in the year to 31 March 2012.

- CAB Working Together

A grant of £1,115 was received from the CAB Working Together for Advice Fund to improve reception facilities. £880 of the grant was applied on purchases of fixed assets, which had a net book value of £440 at 31 March 2012.

- Cabinet Office Advice Services Fund

A grant of £55,000 was received in March 2012 to be expended in the financial year 2012/13 to support the provision of a variety of services by Norfolk Community Law Service.

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 £6,178 (2011 - £5,512) and are charged in the Statement of Financial Activities.

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