

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

**Report of the Directors and
Financial Statements for the Year Ended 31 March 2014
for
Norfolk Community Law Service Limited**

FRIDAY



A3H927CQ

A31

26/09/2014

#144

COMPANIES HOUSE

Roger Hopkins
18 Princes Street
Norwich
Norfolk
NR3 1AE

**Contents of the Financial Statements
for the Year Ended 31 March 2014**

	Page
Report of the Directors	1 to 5
Report of the Independent Auditors	6 to 7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 to 17
Detailed Statement of Financial Activities	18

**Report of the Directors
for the Year Ended 31 March 2014**

The directors present their report with the financial statements of the charity for the year ended 31 March 2014. 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

St Clements House
2-16 Colegate
Norwich
Norfolk
NR3 1QB

Directors

Mr Benedict Keane
Mr John Ceybird
Ms Liz Edwards
Mr Richard Goodall
Miss Charlotte Ball
Mr Gordon Dean
Dr Annie Grant
Ms Vanessa Morton
Mr Ejike Ndaji
Mr Mike Pendred
Mrs Margaret Sparrow
Mr Andrew Spencer
Mr Steve Stavridis
Mr Paul Steward

Chair
Hon Treasurer
Hon Secretary
Vice-Chair

- resigned 3.7.13

Company Secretary

Mr John Ceybird

Auditors

Roger Hopkins
18 Princes Street
Norwich
Norfolk
NR3 1AE

Bankers

Lloyds Bank plc
Gentlemans Walk
Norwich

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Norfolk Community Law Service Limited is a registered charity and a company limited by guarantee, 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 company 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 in similar guises since 1985.

**Report of the Directors
for the Year Ended 31 March 2014**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new directors

Directors are appointed by members of the company. Directors remain in office until retirement, resignation or removal 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 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 informed about their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, decision making processes, the strategic development plan, and the recent financial performance of the charity.

Organisational structure

The directors are responsible for managing the charity and supervising its operations in accordance with its stated charitable objectives. The Chief Executive Officer is responsible to the directors for both the day to day operations of the charity and its future development. With the increasing size and complexity of the charity's operations, the management systems and delegated powers are subject to ongoing review.

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, such as 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, immigration, 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.

Public benefit

The directors have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charitable company's objectives and aims and in planning future activities. In particular, the directors consider how planned activities are consistent with and will further the stated aims and objectives.

**Report of the Directors
for the Year Ended 31 March 2014**

OBJECTIVES AND ACTIVITIES

Volunteers

The operations of Norfolk Community Law Service Limited are supported by the essential work of many volunteers who give their time free in assisting us with the provision of our services and the administration of our operations.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Norfolk Community Law Service Limited (NCLS) 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. In June 2012 this service was successfully extended to Cromer, where a weekly service is provided; a grant towards the cost of this service was received from Cromer Town Council. The provision of a similar service in Great Yarmouth began in May 2014 and a grant of £1,000 was received from the Great Yarmouth Advice Services Transition Fund project towards the development of this service.

The Cabinet Office and the Big Lottery, under the auspices of the Advice Services Transition Fund, are funding six partnership projects across Norfolk for a period of two years from the autumn of 2013. NCLS is a participant in all six projects and is the lead agency for the North Norfolk Advice Services Transition Fund project. The general purpose of these projects is to develop innovative and more sustainable ways of providing advice services. Specific financial support is provided for the immigration, welfare rights and free legal advice services operated by NCLS, as well as for the Norfolk Community Advice Network.

We operate a rent arrears mediation service for Norwich City Council housing tenants, which is partially funded by Norwich City Council.

We provide debt advice for offenders, ex-offenders and their families, as part of a regional project managed by Citizens Advice and funded by the Money Advice Service, the Norfolk & Suffolk Probation Trust and Norwich Consolidated Charities.

We are the lead agency for the Norfolk Community Advice Network, which has funding from the Big Lottery Fund until September 2014 in order to improve the quality and accessibility of advice services across Norfolk. Further funding is received from the various Advice Services Transition Fund projects..

In conjunction with Leeway and Norwich City Council, and with funding from Norwich Consolidated Charities, we are continuing to develop our advice and advocacy service for victims of domestic abuse.

Using funding we have received from the Lloyds TSB Foundation, the Norfolk Community Fund, Norwich Consolidated Charities and the Advice Services Transition Fund projects, we provide advice on residency status and entitlements, as well as advice and representation for welfare benefit appeals, to European Economic Area nationals.

In conjunction with the Ipswich & Suffolk Council for Racial Equality, and with funding from the Eastern Legal Support Trust and Norwich Consolidated Charities, we provide a discrimination law advice clinic.

We receive funding from Norwich City Council, Norwich Consolidated Charities and the Advice Services Transition Fund projects to provide a welfare benefits representation service, which in the year to 31 March 2014 was provided by an experienced manager, a legal assistant and a mix of experienced volunteers and UEA law students.

All our services are delivered with the support of UEA law students in accordance with a three year funding agreement with the University of East Anglia, under which £25,000 was received for the year to 31 March 2014. Additional funding to support the recruitment, training and management of our volunteers generally was received from Norwich Consolidated Charities.

Our Supporters Group led by Vanessa Morton has continued to promote and raise funds for our work through a variety of events.

In December 2013 we moved into larger premises to accommodate our expanded services. The costs of removal to and equipping the new premises were funded by a grant from Norwich Consolidated Charities.

**Report of the Directors
for the Year Ended 31 March 2014**

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 provide 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 2014/15 is £352,000 and so the target for revenue reserves is £88,000. As at 31 March 2014, revenue reserves amounted to £139,008, 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 continuing to develop the use of volunteer UEA Law students to assist with our services, enabling us to provide an improved service for clients. Other priorities are to extend our services further across Norfolk, to develop our welfare benefits representation and discrimination services, and to develop a McKenzie Friend's project in the area of family law, as well as to secure the future funding of our services generally.

FUNDS HELD AS CUSTODIAN FOR OTHERS

At 31 March 2014, Norfolk Community Law Service Limited, as the lead agency in the North Norfolk Advice Services Transition Fund project, held £53,996 in funding for the other partner agencies (Norfolk CAB, Mid-Norfolk CAB, Shelter and the North Norfolk Skills Partnership). A further £10,544 was held for funding received for shared costs of the partner agencies not expended at 31 March 2014. These amounts are included in creditors in the balance sheet and the related note to the financial statements.

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:

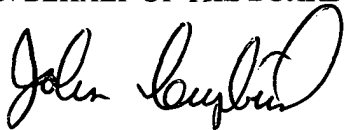
- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**Report of the Directors
for the Year Ended 31 March 2014**

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 in a cursive style.

Mr John Ceybird – Company Secretary

19 September 2014

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 2014 on pages eight to seventeen. 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 set out on page four, 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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2014 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

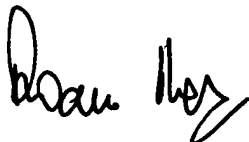
In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

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

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 from the requirement to prepare a Strategic Report or 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

22 September 2014

**Statement of Financial Activities
for the Year Ended 31 March 2014**

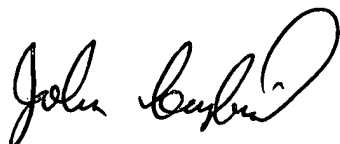
		Unrestricted fund	Restricted funds	31.3.14 Total funds	31.3.13 Total funds
	Note	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	37,801	316,091	353,892	270,842
Investment income	3	652	-	652	1,336
Incoming resources from charitable activities					
Provision of training	4	-	125	125	950
Total incoming resources		38,453	316,216	354,669	273,128
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	5	13,055	303,627	316,682	257,314
Governance costs	6	722	3,277	3,999	3,324
Total resources expended		13,777	306,904	320,681	260,638
NET INCOMING RESOURCES		24,676	9,312	33,988	12,490
RECONCILIATION OF FUNDS					
Total funds brought forward		104,570	11,466	116,036	103,546
TOTAL FUNDS CARRIED FORWARD		<u>129,246</u>	<u>20,778</u>	<u>150,024</u>	<u>116,036</u>

Balance Sheet
At 31 March 2014

		Unrestricted fund	Restricted funds	31.3.14 Total funds	31.3.13 Total funds
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	10	5,132	5,884	11,016	4,289
CURRENT ASSETS					
Debtors	11	10,341	13,948	24,289	3,088
Cash at bank and in hand		<u>129,804</u>	<u>81,245</u>	<u>211,049</u>	<u>139,107</u>
		140,145	95,193	235,338	142,195
CREDITORS					
Amounts falling due within one year	12	(16,031)	(80,299)	(96,330)	(30,448)
NET CURRENT ASSETS		<u>124,114</u>	<u>14,894</u>	<u>139,008</u>	<u>111,747</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>129,246</u>	<u>20,778</u>	<u>150,024</u>	<u>116,036</u>
NET ASSETS		<u>129,246</u>	<u>20,778</u>	<u>150,024</u>	<u>116,036</u>
FUNDS	13				
Unrestricted funds				129,246	104,570
Restricted funds				<u>20,778</u>	<u>11,466</u>
TOTAL FUNDS				<u>150,024</u>	<u>116,036</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 19 September 2014 and were signed on its behalf by:



Mr John Ceybird - Director

**Notes to the Financial Statements
for the Year Ended 31 March 2014**

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.

Grant income for costs shared with joint partner agencies is recognised as income to the extent that the grant has been spent at the end of the financial year. Unspent grants for shared costs are included within creditors.

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
-----------	---------------

Since the premises occupied by the company are held under a licence with a notice period of six months, property improvements are written off to the Statement of Financial Activities as incurred.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the company's charitable objectives at the discretion of the directors.

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 charitable objects of the company. 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.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2014**

1. ACCOUNTING POLICIES - continued

Pensions

The company offers membership of a defined contribution pension scheme to its employees. Contributions payable are charged in the Statement of Financial Activities in the period to which they relate. The company has no responsibility for the management of the pension scheme, which is provided by a third party.

2. VOLUNTARY INCOME

	31.3.14	31.3.13
	£	£
Donations	7,800	5,199
Grants	<u>346,092</u>	<u>265,643</u>
	<u>353,892</u>	<u>270,842</u>

Donations include £1,500 from the Eastern Legal Support Trust (31.3.13: £Nil).

Grants received, included in the above, are as follows:

	31.3.14	31.3.13
	£	£
South Norfolk District Council	5,000	5,000
Norwich Consolidated Charities	116,964	18,000
Big Lottery Fund - NCAN	55,120	54,709
Norwich City Council - General Grant	-	5,000
Money Advice Service	52,910	52,604
Broadland District Council	5,000	15,000
University of East Anglia	25,000	25,200
Norwich City Council - Housing Mediation	5,000	5,000
Lloyds TSB Foundation for England & Wales	17,500	7,500
Norfolk & Suffolk Probation Trust	11,000	16,000
Cabinet Office Advice Services Fund	-	55,000
Cromer Town Council	500	500
Almary Green	-	300
Norwich City Council - Welfare Rights	11,670	5,830
Big Lottery Fund - North Norfolk ASTF	14,968	-
Big Lottery Fund - Other Norfolk ASTF Projects	16,710	-
Norfolk Community Foundation	5,000	-
Eastern Legal Support Trust	<u>3,750</u>	<u>-</u>
	<u>346,092</u>	<u>265,643</u>

3. INVESTMENT INCOME

	31.3.14	31.3.13
	£	£
Deposit account interest	<u>652</u>	<u>1,336</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	31.3.14	31.3.13
		£	£
Training courses	Provision of training	<u>125</u>	<u>950</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2014

5. COSTS OF GENERATING VOLUNTARY INCOME

	31.3.14	31.3.13
	£	£
Staff costs	222,426	186,060
Subcontract	9,688	8,433
Insurance and subscriptions	4,217	4,443
Telephone, postage, printing and stationery	10,917	7,531
Sundries	71	-
Advertising and publicity	2,556	1,398
Staff training and expenses	4,019	6,930
Volunteer training and expenses	1,917	687
Rent and room hire	22,021	21,503
IT support and computer consumables	7,807	9,374
Journals and books	827	86
Statutory registration fees	48	48
Equipment repairs and renewals	535	13
Interpreters	1,036	2,801
Payroll costs	1,059	886
Professional fees	1,575	-
Fundraising and project development	3,223	646
Provision of training	512	3,177
Research	207	137
Client disbursements	1,741	120
Removal and fitting out premises	15,200	-
Depreciation	5,080	3,041
	<u>316,682</u>	<u>257,314</u>

6. GOVERNANCE COSTS

	31.3.14	31.3.13
	£	£
Auditors' remuneration	3,070	2,350
Annual Report and AGM	929	974
	<u>3,999</u>	<u>3,324</u>

7. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.14	31.3.13
	£	£
Auditors' remuneration	3,070	2,350
Depreciation - owned assets	5,080	3,041

8. DIRECTORS' REMUNERATION AND BENEFITS

There were no directors' remuneration or other benefits for the year ended 31 March 2014 nor for the year ended 31 March 2013.

Directors' expenses

There were no directors' expenses paid for the year ended 31 March 2014 nor for the year ended 31 March 2013.

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 2014**

9. STAFF COSTS

	31.3.14	31.3.13
	£	£
Wages and salaries	213,109	179,132
Other pension costs	<u>9,317</u>	<u>6,928</u>
	<u>222,426</u>	<u>186,060</u>

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

	31.3.14	31.3.13
Administration	3	3
Employed on projects	<u>6</u>	<u>6</u>
	<u>9</u>	<u>9</u>

No employees received emoluments in excess of £60,000.

10. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2013	28,031
Additions	<u>11,807</u>
At 31 March 2014	<u>39,838</u>
DEPRECIATION	
At 1 April 2013	23,742
Charge for year	<u>5,080</u>
At 31 March 2014	<u>28,822</u>
NET BOOK VALUE	
At 31 March 2014	<u>11,016</u>
At 31 March 2013	<u>4,289</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14	31.3.13
	£	£
Trade debtors	20,653	2,089
Other debtors	<u>3,636</u>	<u>999</u>
	<u>24,289</u>	<u>3,088</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2014

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14	31.3.13
	£	£
Other creditors	<u>96,330</u>	<u>30,448</u>

Included within other creditors is £53,996 funding held for the other partner agencies (Norfolk CAB, Mid-Norfolk CAB, Shelter and North Norfolk Skills Partnership) participating with Norfolk Community Law Service Limited in the North Norfolk Advice Services Transition Fund project. Also included in other creditors is £10,544 held for funding received in respect of the shared costs of the partner agencies not expended at 31 March 2014.

13. MOVEMENT IN FUNDS

	At 1.4.13 £	Net movement in funds £	At 31.3.14 £
Unrestricted funds			
General fund	104,570	24,676	129,246
Restricted funds			
Debt Service	430	(250)	180
Norfolk Community Advice Network	674	4,178	4,852
Migrant Workers	344	(297)	47
Debt Advice Support (Probation Trust)	4,428	(1,585)	2,843
Working Together for Advice	220	(220)	-
Welfare Benefits	5,370	(4,836)	534
Discrimination	-	1,750	1,750
Relocation and New Premises	-	4,258	4,258
North Norfolk Advice Services Transition Fund	-	6,314	6,314
	<u>11,466</u>	<u>9,312</u>	<u>20,778</u>
TOTAL FUNDS	<u>116,036</u>	<u>33,988</u>	<u>150,024</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2014

13. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	38,453	(13,777)	24,676
Restricted funds			
Debt Service	79,765	(80,015)	(250)
Norfolk Community Advice Network	57,968	(53,790)	4,178
Domestic Abuse	7,500	(7,500)	-
Migrant Workers	33,752	(34,049)	(297)
Debt Advice Support (Probation Trust)	-	(1,585)	(1,585)
Free Legal Advice and Volunteers	37,520	(37,520)	-
Housing Mediation	5,000	(5,000)	-
Welfare Benefits	33,161	(37,997)	(4,836)
Discrimination	7,500	(5,750)	1,750
Relocation and New Premises	25,096	(20,838)	4,258
North Norfolk Advice Services Transition Fund	14,168	(7,854)	6,314
Other Norfolk Advice Service Transition Fund Projects	14,786	(14,786)	-
Working Together for Advice	-	(220)	(220)
	316,216	(306,904)	9,312
TOTAL FUNDS	<u>354,669</u>	<u>(320,681)</u>	<u>33,988</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2014**

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:

- Debt Service

This service, which provides financial advice to offenders, ex-offenders and their families, is funded by the Money Advice Service, the Norfolk & Suffolk Probation Trust and Norwich Consolidated Charities.

- Norfolk Community Advice Network

This service is largely funded by the Big Lottery to develop the Norfolk Community Advice Network. Funding has been agreed to September 2014. The various Advice Services Transition Fund projects also fund this project.

- Domestic Abuse

This project is partially funded by Norwich Consolidated Charities.

- Migrant Workers

This service is funded by the Lloyds TSB Foundation, the Norfolk Community Fund, Norwich Consolidated Charities and the Advice Services Transition Fund projects to provide advice on residency status and entitlements, and advice and representation for welfare benefit appeals for European Economic Area nationals.

- Debt Advice Support (Probation Trust)

Funds of £4,428 were brought forward from a grant provided last year by the Norfolk & Suffolk Probation Trust to fund the costs of clients applying for Debt Relief Orders or Bankruptcy Orders. £1,585 of this grant was expended in the year to 31 March 2014, leaving a balance carried forward of £2,843.

- Free Legal Advice and Volunteers

This service is partially funded by the University of East Anglia to organise, manage and train the student volunteers who assist in the delivery of all NCLS services, including the Free Legal Advice service which is provided by volunteer legal professionals. Funding for all the volunteer services was also provided by Norwich Consolidated Charities.

- Cromer Free Legal Advice Service

A grant towards the provision of twice weekly free legal advice drop in sessions in Cromer was received from Cromer Town Council. This service is also part funded by the Advice Services Transition Fund North Norfolk Project.

- Great Yarmouth Free Legal Advice

This service receives partial funding from the Great Yarmouth Advice Services Transition Fund project.

- Housing Mediation

This service is partially funded by Norwich City Council to provide a housing mediation service for Norwich City Council housing tenants.

- Welfare Benefits

The welfare rights and benefits representation service is partially funded by Norwich City Council, Norwich Consolidated Charities and the various Advice Services Transition Fund projects.

- Discrimination

Grants to fund this service were received from the Eastern Legal Support Trust and Norwich Consolidated Charities.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2014**

13. MOVEMENT IN FUNDS - continued

- Relocation and New Premises

A grant was received from Norwich Consolidated Charities to assist with removal to and fitting out new premises. £5,677 of this grant was expended on office equipment, of which the undepreciated value carried forward as a capital reserve at 31 March 2014 amounted to £4,258.

- North Norfolk Advice Services Transition Fund Project

The Cabinet Office and the Big Lottery Fund are funding this project (which is a partnership of five agencies led by NCLS) for two years from 1 November 2013.

- Other Advice Services Transition Fund Projects

The Cabinet Office and the Big Lottery Fund are funding five other Advice Services Transition Fund projects throughout Norfolk, covering Breckland, Great Yarmouth, Norwich, South Norfolk and West Norfolk, for two years from various start dates in the autumn of 2013. NCLS is a participant in all five projects.

- Working Together For Advice

A grant of £1,115 was received from CAB Working Together For Advice to improve reception facilities. £880 of the grant was applied on the purchase of fixed assets, which have now been fully depreciated.

14. OTHER FINANCIAL COMMITMENTS

On 19 December 2013 the company agreed a licence to occupy premises at St Clements House, 2-16 Colegate, Norwich. The terms are for an annual licence fee of £21,000 per annum plus VAT, subject to review on the second and each subsequent anniversary of the date of the licence. The licence shall expire on not less than six months notice by either party.

15. RELATED PARTY DISCLOSURES

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

16. PENSIONS

The company offers to its employees membership a defined contribution pension scheme managed by the Pensions Trust. The scheme was set up with effect from 1 November 2006. For each employee who elects to join the scheme or has a Self Invested Pension Plan (SIPP), the company (at its sole discretion) currently pays in 5% of the employee's gross pay to the scheme or SIPP. Contributions payable for the year amounted to £9,317 (2013 - £6,928) and are charged in the Statement of Financial Activities.

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

Norfolk Community Law Service Limited

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2014**

	31.3.14 £	31.3.13 £
INCOMING RESOURCES		
Voluntary income		
Donations	7,800	5,199
Grants	<u>346,092</u>	<u>265,643</u>
	353,892	270,842
Investment income		
Deposit account interest	652	1,336
Incoming resources from charitable activities		
Training courses	<u>125</u>	<u>950</u>
Total incoming resources	354,669	273,128
RESOURCES EXPENDED		
Costs of generating voluntary income		
Salaries	213,109	187,565
Pensions	9,317	6,928
Subcontract	9,688	-
Insurance and subscriptions	4,217	4,443
Telephone, postage, printing and stationery	10,917	7,531
Sundries	71	-
Advertising and publicity	2,556	1,398
Staff training and expenses	4,019	6,930
Volunteer training and expenses	1,917	687
Rent and room hire	22,021	21,503
IT support and computer consumables	7,807	9,374
Journals and books	827	86
Statutory registration fees	48	48
Equipment repairs and renewals	535	13
Interpreters	1,036	2,801
Payroll costs	1,059	886
Professional fees	1,575	-
Fundraising and project development	3,223	646
Provision of training	512	3,177
Research	207	137
Client disbursements	1,741	120
Removal and fitting out premises	15,200	-
Equipment depreciation	<u>5,080</u>	<u>3,041</u>
	316,682	257,314
Governance costs		
Auditors' remuneration	3,070	2,350
Annual Report and AGM	<u>929</u>	<u>974</u>
	<u>3,999</u>	<u>3,324</u>
Total resources expended	320,681	260,638
Net income	<u>33,988</u>	<u>12,490</u>