

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

REGISTRAR OF COMPANIES

**Report of the Directors and
Financial Statements For The Year Ended 31st March 2016
for
Norfolk Community Law Service Limited**

Aston Shaw Ltd
The Union Building
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY



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COMPANIES HOUSE

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For The Year Ended 31st March 2016**

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**Report of the Directors
For The Year Ended 31st March 2016**

The directors present their report with the financial statements of the charity for the year ended 31st March 2016. The directors have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

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 illegal 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 debt, employment, family, domestic abuse, immigration, welfare benefits and discrimination in all areas.

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.

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.

**Report of the Directors
For The Year Ended 31st March 2016**

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. Similar schemes are operated in Cromer and Great Yarmouth. Funding for these services is received from Cromer Town Council, Victory Housing Trust, two of the Advice Service Transition Fund Projects, the Paul Bassham Trust and Norwich Consolidated Charities.

The Cabinet Office and the Big Lottery, under the auspices of the Advice Services Transition Fund, funded six partnership projects across Norfolk for a period of two years until the autumn of 2015. NCLS was a participant in all six projects and was the lead agency for the North Norfolk Fund project. The general purpose of these projects was to develop innovative and more sustainable ways of providing advice services. Specific financial support is provided for the migrant workers, 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 the City Council.

We provide debt advice for vulnerable clients e.g. offenders, ex-offenders people with mental health issues or learning difficulties, as part of a regional project managed by Citizens Advice and funded by the Money Advice Service, Norwich City Council, the Norfolk & Suffolk Probation Trust and Norwich Consolidated Charities.

We are the lead agency for the Norfolk Community Advice Network, which was mainly funded by the Big Lottery Fund until September 2014, in order to improve the quality and accessibility of advice services across Norfolk. Additional funding is received from the various Advice Services Transition Fund projects. Funding from April 2015 onwards is actively being sought and Norfolk County Council, Norwich City Council and Broadland District Council have contributed grants towards this.

In conjunction with Leeway and Norwich City Council, and with funding from Norwich Consolidated Charities and the Lovewell Blake Fund, we continue to provide advice and advocacy service for victims of domestic abuse.

Using funding we have received from the PCC Safer Norfolk Fund, Norwich Consolidated Charities, Norwich City Council 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, the Advice Services Transition Fund projects and the Paul Bassham, Goodman, Lady Hind and Shelroy Trusts to provide a welfare benefits representation service, which is delivered by an experienced manager, a legal assistant, law students and experienced volunteers.

All our services are delivered with the support of UEA law students in accordance with an agreement with the University of East Anglia, under which £25,000 was received for the year to 31 March 2016. Additional funding to support the recruitment, training and management of our volunteers generally was received from Norwich Consolidated Charities.

We received funding in the year from the Police and Crime Commissioner for Norfolk to host a Hate Crime Specialist Advocate.

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

**Report of the Directors
For The Year Ended 31st March 2016**

FINANCIAL REVIEW

Principal funding sources

In addition to the sources of funding referred to above, we acknowledge the receipt of general funding from Norwich Consolidated Charities, South Norfolk Council, Broadland District Council, Nationwide Big Local, UNITE, the Naval and Military Chapter and the Royal George Chapter, as well as donations from private organisations and individuals.

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 2016/17 is £411,600 and so the target for revenue reserves is £102,900. As at 31 March 2016, revenue reserves amounted to £150,052, which satisfies the reserves policy. Reserves are sufficient to fund continuing operations in the short term, but the directors continually both monitor the ongoing financial viability of the charity and endeavour to raise additional funding.

FUTURE PLANS

We plan to extend our services further across Norfolk, to develop our welfare benefits representation and discrimination services, and to continue the development of the Family Court Support Service (formerly the McKenzie Friend project) in the area of family law, for which we have received funding from the Access to Justice Foundation and the Resolute Community Fund, as well as to secure the future funding of our services generally. We have also received funding from the Legal Education Foundation under their Justice First Fellowship programme to recruit a Trainee Solicitor.

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.

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.

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. An Operations Manager was appointed in October 2015. With the increasing size and complexity of the charity's operations, the management systems and delegated powers are subject to ongoing review.

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.

**Report of the Directors
For The Year Ended 31st March 2016**

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 1BQ

Trustees

Mr Benedict Keane
Mr John Ceybird
Ms Liz Edwards
Mr Richard Goodall
Ms Sarah Blunden
Mr Christopher Cubitt
Mr Gordon Dean
Dr Annie Grant
Ms Vanessa Morton
Mr Ejike Ndaji
Mr Mike Pendred
Mrs Margaret Sparrow
Mr Andrew Spencer
Mr Paul Steward

Chair
Hon Treasurer
Hon Secretary
Vice-Chair

- appointed 7/10/15

Company Secretary
Mr John Ceybird

Auditors

Aston Shaw Ltd
The Union Building
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY

Bankers

Lloyds Bank plc
Gentlemans Walk
Norwich

**Report of the Directors
For The Year Ended 31st March 2016**

DIRECTORS' RESPONSIBILITY STATEMENT

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.

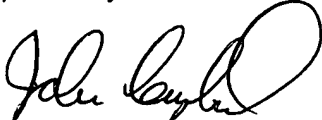
In so far as the directors are aware:

- 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.

AUDITORS

The auditors, Aston Shaw Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of directors on 20th July 2016 and signed on its behalf by:



Mr John Ceybird - Secretary

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 31st March 2016 on pages eight to nineteen. 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 Directors' Responsibility Statement set out on page five, 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 31st March 2016 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

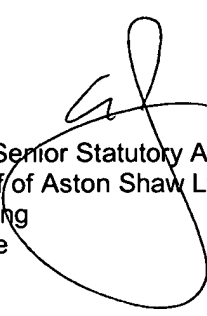
In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

**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.



Dominic Shaw (Senior Statutory Auditor)
for and on behalf of Aston Shaw Ltd
The Union Building
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY

5th August 2016

**Statement of Financial Activities
For The Year Ended 31st March 2016**

		Unrestricted fund	Restricted funds	31/3/16 Total funds	31/3/15 Total funds
	Note	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	138,566	239,650	378,216	375,714
Charitable activities	4				
Provision of training		-	2,045	2,045	75
Investment income	3	<u>760</u>	<u>-</u>	<u>760</u>	<u>797</u>
Total		139,326	241,695	381,021	376,586
 EXPENDITURE ON					
Raising funds	5	154,853	236,171	391,024	355,934
Charitable activities	6				
Governance costs		<u>1,660</u>	<u>2,830</u>	<u>4,490</u>	<u>5,121</u>
Total		156,513	239,001	395,514	361,055
NET INCOME/(EXPENDITURE)		(17,187)	2,694	(14,493)	15,531
 RECONCILIATION OF FUNDS					
Total funds brought forward		153,626	11,929	165,555	150,024
TOTAL FUNDS CARRIED FORWARD		<u>136,439</u>	<u>14,623</u>	<u>151,062</u>	<u>165,555</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

**Balance Sheet
At 31st March 2016**

		Unrestricted fund	Restricted funds	31/3/16 Total funds	31/3/15 Total funds
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	12	500	510	1,010	7,207
CURRENT ASSETS					
Debtors	13	32,692	4,346	37,038	50,212
Cash at bank and in hand		<u>116,847</u>	<u>18,101</u>	<u>134,948</u>	<u>189,078</u>
		149,539	22,447	171,986	239,290
CREDITORS					
Amounts falling due within one year	14	(13,600)	(8,334)	(21,934)	(80,942)
NET CURRENT ASSETS		<u>135,939</u>	<u>14,113</u>	<u>150,052</u>	<u>158,348</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>136,439</u>	<u>14,623</u>	<u>151,062</u>	<u>165,555</u>
NET ASSETS		<u>136,439</u>	<u>14,623</u>	<u>151,062</u>	<u>165,555</u>
FUNDS	15				
Unrestricted funds				136,439	153,626
Restricted funds				<u>14,623</u>	<u>11,929</u>
TOTAL FUNDS				<u>151,062</u>	<u>165,555</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.

The financial statements were approved by the Board of Directors on 20th July 2016 and were signed on its behalf by:



Mr John Ceybird - Director

**Notes to the Financial Statements
For The Year Ended 31st March 2016**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

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.

Expenditure

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.

Expenditure on raising funds includes costs which are incurred directly in support of expenditure on the objects of the charity.

Expenditure on charitable activities includes governance costs which are incurred in connection with the 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	- 50% on cost
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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.

Notes to the Financial Statements - continued
For The Year Ended 31st March 2016

1. ACCOUNTING POLICIES - continued

Fund accounting

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

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.

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.

Notes to the Financial Statements - continued
For The Year Ended 31st March 2016

2. DONATIONS AND LEGACIES

	31/3/16	31/3/15
	£	£
Donations	6,316	5,202
Grants	369,743	365,615
Contributions to INTRAN	100	4,350
Referrals system fees	1,990	-
Sundry income	67	547
	<u>378,216</u>	<u>375,714</u>

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

	31/3/16	31/3/15
	£	£
South Norfolk District Council	5,000	5,000
Norwich Consolidated Charities	120,000	82,650
Big Lottery Fund - NCAN	-	28,008
Money Advice Service	51,257	55,800
Norfolk Police	3,000	-
Broadland District Council	5,000	5,000
UNITE	500	-
University of East Anglia	25,000	25,000
Norwich City Council - Housing Mediation	5,000	5,000
Lloyds TSB Foundation for England & Wales	-	5,000
Norfolk & Suffolk Probation Trust	-	11,000
Cromer Town Council	900	600
Norwich City Council - Welfare Rights	-	12,500
Big Lottery Fund - North Norfolk ASTF	25,030	59,262
Big Lottery Fund - Other Norfolk ASTF Projects	26,856	38,970
Eastern Legal Support Trust	3,750	-
PCC Safer Norfolk Fund	-	10,000
Office of the Police & Crime Commissioner	-	16,825
Paul Bassham Trust	5,000	5,000
Goodman Trust	1,000	-
Naval & Military Chapter	250	-
Royal George Chapter	500	-
Norwich City Council - Consortium	28,200	-
Norfolk County Council - NCAN	31,500	-
Norwich City Council - NCAN	3,000	-
Broadland District Council - NCAN	5,000	-
Advice Services Alliance	500	-
Victory Housing	2,000	-
Access To Justice Foundation	10,000	-
Resolute Community Fund	2,000	-
Lovewell Blake	2,000	-
Lady Hind Trust	2,500	-
Shelroy Trust	5,000	-
	<u>369,743</u>	<u>365,615</u>

3. INVESTMENT INCOME

	31/3/16	31/3/15
	£	£
Deposit account interest	<u>760</u>	<u>797</u>

Notes to the Financial Statements - continued
For The Year Ended 31st March 2016

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31/3/16 £	31/3/15 £
Training courses	Provision of training	<u>2,045</u>	<u>75</u>

5. RAISING FUNDS

Raising donations and legacies

	31/3/16 £	31/3/15 £
Staff costs	282,196	262,270
Subcontract	9,002	2,750
Insurance and subscriptions	5,124	4,692
Telephone, postage, printing and stationery	9,587	10,820
Sundries	77	48
Advertising and publicity	10,382	1,224
Staff training and expenses	3,592	8,056
Volunteer training and expenses	1,948	918
Rent and room hire	28,400	27,190
IT support and computer consumables	18,489	8,622
Journals and books	737	753
Statutory registration fees	48	48
Equipment repairs and renewals	3,898	13,731
Interpreters	2,011	2,732
Payroll costs	1,229	1,222
Professional fees	2,490	2,310
Fundraising and project development	982	2,473
Provision of training	1,938	-
Research	52	123
Client disbursements	365	1,170
Client compensation	260	-
Depreciation	<u>8,217</u>	<u>4,782</u>
	<u>391,024</u>	<u>355,934</u>

6. CHARITABLE ACTIVITIES COSTS

	Support costs (See note 7) £	Totals £
Governance costs	<u>4,490</u>	<u>4,490</u>

7. SUPPORT COSTS

	Governance costs £
Governance costs	<u>4,490</u>

Support costs, included in the above, are as follows:

Notes to the Financial Statements - continued
For The Year Ended 31st March 2016

7. SUPPORT COSTS - continued

Governance costs

	31/3/16 Governance costs £	31/3/15 Total activities £
Auditors' remuneration	3,330	4,020
Annual Report and AGM	<u>1,160</u>	<u>1,101</u>
	<u>4,490</u>	<u>5,121</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/3/16 £	31/3/15 £
Auditors' remuneration	3,330	4,020
Depreciation - owned assets	<u>8,219</u>	<u>4,782</u>

9. DIRECTORS' REMUNERATION AND BENEFITS

There were no directors' remuneration or other benefits for the year ended 31st March 2016 nor for the year ended 31st March 2015.

Directors' expenses

There were no directors' expenses paid for the year ended 31st March 2016 nor for the year ended 31st March 2015.

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

10. STAFF COSTS

	31/3/16 £	31/3/15 £
Wages and salaries	270,298	251,835
Other pension costs	<u>11,898</u>	<u>10,435</u>
	<u>282,196</u>	<u>262,270</u>

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

	31/3/16	31/3/15
Administration	6	3
Employed on projects	<u>11</u>	<u>8</u>
	<u>17</u>	<u>11</u>

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

Notes to the Financial Statements - continued
For The Year Ended 31st March 2016

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	97,749	277,965	375,714
Charitable activities			
Provision of training	-	75	75
Investment income	<u>797</u>	<u>-</u>	<u>797</u>
Total	98,546	278,040	376,586
 EXPENDITURE ON			
Raising funds	71,666	284,268	355,934
Charitable activities			
Governance costs	<u>2,500</u>	<u>2,621</u>	<u>5,121</u>
Total	74,166	286,889	361,055
 NET INCOME/(EXPENDITURE)	24,380	(8,849)	15,531
 RECONCILIATION OF FUNDS			
Total funds brought forward	<u>129,246</u>	<u>20,778</u>	<u>150,024</u>
 TOTAL FUNDS CARRIED FORWARD	<u>153,626</u>	<u>11,929</u>	<u>165,555</u>

12. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1st April 2015	40,811
Additions	<u>2,022</u>
At 31st March 2016	<u>42,833</u>
 DEPRECIATION	
At 1st April 2015	33,604
Charge for year	<u>8,219</u>
At 31st March 2016	<u>41,823</u>
 NET BOOK VALUE	
At 31st March 2016	<u>1,010</u>
At 31st March 2015	<u>7,207</u>

Notes to the Financial Statements - continued
For The Year Ended 31st March 2016

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/16	31/3/15
	£	£
Trade debtors	14,530	45,834
Other debtors	<u>22,508</u>	<u>4,378</u>
	<u>37,038</u>	<u>50,212</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/16	31/3/15
	£	£
Other creditors	<u>21,934</u>	<u>80,942</u>

Included within other creditors is £nil (2015 - £57,340) 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. This project finished in the year, with all funds paid over.

15. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	153,626	(17,187)	136,439
Restricted funds			
Norfolk Community Advice Network	409	101	510
Debt Advice Support (Probation Trust)	1,673	(360)	1,313
Free Legal Advice and Volunteers	-	300	300
Welfare Benefits	356	(356)	-
Discrimination	-	500	500
Relocation and New Premises	2,838	(2,838)	-
North Norfolk Advice Services Transition Fund	385	(385)	-
Hate Crime	6,268	(6,268)	-
Family Court Support Service	-	12,000	12,000
	<u>11,929</u>	<u>2,694</u>	<u>14,623</u>
TOTAL FUNDS	<u>165,555</u>	<u>(14,493)</u>	<u>151,062</u>

Notes to the Financial Statements - continued
For The Year Ended 31st March 2016

15. 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	139,326	(156,513)	(17,187)
Restricted funds			
Debt Service	58,257	(58,257)	-
Norfolk Community Advice Network	46,115	(46,014)	101
Domestic Abuse	2,000	(2,000)	-
Migrant Workers	7,100	(7,100)	-
Free Legal Advice and Volunteers	31,387	(31,087)	300
Housing Mediation	5,000	(5,000)	-
Welfare Benefits	24,200	(24,556)	(356)
Discrimination	3,750	(3,250)	500
North Norfolk Advice Services Transition Fund	25,030	(25,415)	(385)
Other Norfolk Advice Service Transition Fund Projects	26,856	(26,856)	-
Hate Crime	-	(6,268)	(6,268)
Family Court Support Service	12,000	-	12,000
Debt Advice Support (Probation Trust)	-	(360)	(360)
Relocation and New Premises	-	(2,838)	(2,838)
	241,695	(239,001)	2,694
TOTAL FUNDS	<u>381,021</u>	<u>(395,514)</u>	<u>(14,493)</u>

Notes to the Financial Statements - continued
For The Year Ended 31st March 2016

15. 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 debt advice for vulnerable clients e.g. offenders, ex-offenders, people with mental health issues or learning difficulties, is funded by the Money Advice Service, the Norfolk & Suffolk Probation Trust and Norwich Consolidated Charities.

- Norfolk Community Advice Network

This service is funded by the various Advice Services Transition Fund projects, Norfolk County Council, Norwich City Council, Broadland District Council and the Advice Services Alliance.

- Domestic Abuse

A grant to help fund this service was received from Lovewell Blake.

- Migrant Workers

This service is funded by Norwich Consolidated Charities, Norwich City Council 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 £1,673 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. £360 of this grant was expended in the year to 31 March 2016, leaving a balance carried forward of £1,313.

- 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, the Advice Services Transition Fund projects and the Paul Bassham Trust.

- Cromer Free Legal Advice Service

Grants towards the provision of a weekly free legal advice drop in service in Cromer were received from Cromer Town Council and the Victory Housing Trust. This service is also part funded by the Advice Services Transition Fund North Norfolk 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 as well as the Paul Bassham, Goodman, Lady Hind and Shelroy Trusts.

- 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 31st March 2016**

15. MOVEMENT IN FUNDS - continued

- Relocation and New Premises

A grant was received from Norwich Consolidated Charities previously to assist with removal to and fitting out new premises. The undepreciated value brought forward as a capital reserve at 1 April 2015 amounted to £2,838. This amount was charged to depreciation in the year to 31 March 2016.

- North Norfolk Advice Services Transition Fund Project

The Cabinet Office and the Big Lottery Fund funded this project (which is a partnership of five agencies led by NCLS) for two years from 1 November 2013. This project was completed during the year to 31 March 2016.

- Other Advice Services Transition Fund Projects

The Cabinet Office and the Big Lottery Fund funded 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 was a participant in all five projects, which were all completed in the year to 31 March 2016.

- Hate Crime Fund

A grant of £16,825 was received from the Police and Crime Commissioner for Norfolk to host a hate crime specialist advocate post. At 1 April 2015 a balance of £6,268 was brought forward and this was expended in the year to 31 March 2016 to fund the completion of the project.

- Family Court Support Service

A grant of £10,000 was received from the Access to Justice Foundation as well as a grant of £2,000 from the Resolute Community Fund to support the development of our Family Court Support Service. This funding has been carried forward into 2016/17.

16. 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 the licensor.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2016.

18. 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 £11,898 (2015 - £10,435) and are charged in the Statement of Financial Activities.

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

19. FIRST YEAR ADOPTION

The charity has adopted SORP (FRS 102) for the first time in the year ended 31 March 2016.

There was ultimately no effect on transition from SORP (2005) to SORP (FRS102).

**Detailed Statement of Financial Activities
For The Year Ended 31st March 2016**

	31/3/16 £	31/3/15 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	6,316	5,202
Grants	369,743	365,615
Contributions to INTRAN	100	4,350
Referrals system fees	1,990	-
Sundry income	67	547
	<u>378,216</u>	<u>375,714</u>
Investment income		
Deposit account interest	760	797
Charitable activities		
Training courses	<u>2,045</u>	<u>75</u>
Total incoming resources	381,021	376,586
EXPENDITURE		
Raising donations and legacies		
Salaries	270,298	251,835
Pensions	11,898	10,435
Subcontract	9,002	2,750
Insurance and subscriptions	5,124	4,692
Telephone, postage, printing and stationery	9,587	10,820
Sundries	77	48
Advertising and publicity	10,382	1,224
Staff training and expenses	3,592	8,056
Volunteer training and expenses	1,948	918
Rent and room hire	28,400	27,190
IT support and computer consumables	18,489	8,622
Journals and books	737	753
Statutory registration fees	48	48
Equipment repairs and renewals	3,898	13,731
Interpreters	2,011	2,732
Payroll costs	1,229	1,222
Professional fees	2,490	2,310
Fundraising and project development	982	2,473
Provision of training	1,938	-
Research	52	123
Client disbursements	365	1,170
Client compensation	260	-
Equipment depreciation	<u>8,217</u>	<u>4,782</u>
	391,024	355,934

**Detailed Statement of Financial Activities
For The Year Ended 31st March 2016**

	31/3/16 £	31/3/15 £
Support costs		
Governance costs		
Auditors' remuneration	3,330	4,020
Annual Report and AGM	<u>1,160</u>	<u>1,101</u>
	<u>4,490</u>	<u>5,121</u>
Total resources expended	395,514	361,055
Net (expenditure)/income	<u>(14,493)</u>	<u>15,531</u>