

# **ASYLUM SUPPORT APPEALS PROJECT**

**(Registered company no. 04763838)**

**(Registered charity no. 1105625)**

## **REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2015**

# ASYLUM SUPPORT APPEALS PROJECT

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## REPORT AND FINANCIAL STATEMENTS For the year ended 31 March 2015

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## ASYLUM SUPPORT APPEALS PROJECT

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS For the year ended 31 March 2015

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#### Trustees and directors

The Directors of the charitable Company are also its Trustees for the purposes of charity law, and are referred to throughout this Report as the Trustees.

As the charitable Company is limited by guarantee and has no issued share capital, none of the Directors holds any beneficial interest in the charitable Company.

The Trustees who held office during the year, except where indicated, were:

Alison Pickup (Chair)  
Paul Yates (Vice Chair)  
Charles Ssempijja (Treasurer)  
Maziar Jamnejad (Deputy Treasurer)  
Carolina Gottardo  
Daniel Silverstone  
Kat Lorenz  
Onike Gollo  
Richard Orton  
Dave Garratt  
Genevieve Seddon (Joined May 2015)  
Joana Ball (Joined May 2015)

<b>Principal officer</b>	Hazel Williams (Director) Eiri Ohtani (Director, Maternity Cover, finished in September, 2014)
<b>Company no.</b>	04763838
<b>Charity reg. no.</b>	1105625
<b>Registered office</b>	Anchorage House 2 Clove Crescent East India Dock, London E14 2BE
<b>Auditors</b>	Kevin C. Fisher Senior Statutory Auditor Myrus Smith Chartered Accountants and Statutory Auditors Norman House 8 Burnell Road Sutton, Surrey SM1 4BW
<b>Bankers</b>	Barclays Bank Plc 128 Moorgate London, EC2M 6SX  Co-operative Bank Plc 1 Balloon Street Manchester, M60 4EP  Triodos Bank Deanery Road Bristol BS1 5AS

## ASYLUM SUPPORT APPEALS PROJECT

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### TRUSTEES REPORT

For the year ended 31 March 2015

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The Trustees present their Report and Financial Statements for the year ended 31 March 2015. The Trustees confirm that the Report and Financial Statements comply with current statutory requirements, the requirements of the charitable Company's governing document and the provisions of the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005 and updated in May 2008) as modified for smaller charities.

#### **Governing Document**

The Asylum Support Appeals Project was incorporated on 14 May 2003 as a charitable Company Limited by Guarantee without a Share Capital. The Company was then registered as a charity on 25 August 2004. It is governed by its Articles of Association.

#### **Recruitment and Appointment of Trustees**

Trustees are appointed in accordance with the Articles of Association of the charitable Company. The Trustees govern the charitable Company through a Management Committee.

Because the charitable Company focuses its work on asylum seekers it seeks to ensure that the Trustees reflect the specific needs of this group of beneficiaries through the diversity of the skills and knowledge of the Trustees as a governing body.

#### **Induction and Training of Trustees**

New Trustees are inducted in accordance with a Management Committee Recruitment and Induction Policy. New Trustees are invited to observe a Management Committee meeting before being confirmed as Trustees. Once confirmed, new Trustees are given an induction pack which includes the following documents: Memorandum and Articles of Association, latest Annual Report and Financial Statements, current Business Plan and the organisation's policies and procedures, including equal opportunities, health and safety, and financial procedures.

Each new Trustee also has an induction session with the Director, where they are briefed on how the organisation works, the content of recent Management Committee meetings, and may observe ASAP's work at the First-Tier Tribunal (Asylum Support).

The Management Committee has a dedicated training budget and training and recruitment needs are identified through an annual skills audit.

#### **Organisational Structure**

ASAP has a Management Committee of up to twelve members who meet bi-monthly and are responsible for the governance of the charitable Company. Members of the Management Committee have a variety of professional backgrounds relevant to the work of ASAP.

The charitable Company employs 6 staff – a Director, Solicitor, Legal Adviser/Duty Scheme Co-ordinator, a Women's Legal Adviser, a Legal Researcher and a Finance and Operations Officer. About 45 solicitors and barristers provide legal advice and advocacy skills on a pro bono basis at the First-tier Tribunal (Asylum Support).

Responsibility for day-to-day management of the charitable Company is delegated to the Director. The Director reports to the Management Committee on all aspects of the charitable Company's work and development, as well as its progress against the Business Plan.

#### **Risk Management**

The Management Committee continually reviews the major risks to which the charitable Company is exposed.

A risk register, which is updated annually, shows that improvements have been made since the last risk analysis and, in most cases, appropriate systems have already been established by ASAP to protect itself from a variety of risks. These include policies and procedures, such as Equal Opportunities Policy, Health and Safety Policy, Confidentiality Policy, insurance cover, systems of staff supervision and appraisals, and regular monitoring systems.

Where the risks can be mitigated further, the staff members and Trustees take steps to address them in order to manage the charitable Company's risks.

### **Objectives and Activities for the Public Benefit**

The Trustees have had due regard to the Charity Commission's general guidance on public benefit when reviewing the charitable Company's work and planning for its future work, and ensured that the work will contribute to its aims and objectives.

ASAP's charitable objects, as set out in its Memorandum of Association, are:

- The relief of poverty, suffering and distress among individuals seeking asylum and support in the United Kingdom and in particular, but not limited to, the provision of legal advice, representation and other assistance.
- The advancement of education through the provision of training to persons to enable them to give legal advice and representation and other assistance to asylum seekers.

ASAP reviews its objectives, activities, outputs and outcomes regularly through monitoring, and uses its strategic and operational plan to monitor its progress.

### **Achievements and Performance**

#### **Overview**

The Asylum Support Appeals Project (ASAP) is a small national charity working to reduce destitution of asylum seekers by defending their legal rights to food and shelter. We do this by:

- Providing free legal advice and representation at a tribunal to asylum seekers and refused asylum seekers who have been refused support or had their support discontinued by the UK Border Agency;
- Running a second tier Advice Line and training on asylum support law and asylum support appeals; and
- Engaging in policy, advocacy and litigation work to challenge unlawful and inhumane policies and procedures on asylum support.

#### **Legal Representation**

Free legal representation and specialist legal advice is provided through a duty scheme, for asylum seekers who have asylum support appeal hearings at the First-Tier Tribunal (Asylum Support) in East India Docks, London. ASAP continues to be the only organisation which provides regular legal representation for asylum support appeal hearings. The service is open to all asylum seekers who have appeals on the day at the tribunal on a first-come, first-served basis. Because there is no public funding available for these appeals, a vast majority of these asylum seekers do not have legal representatives to argue their case.

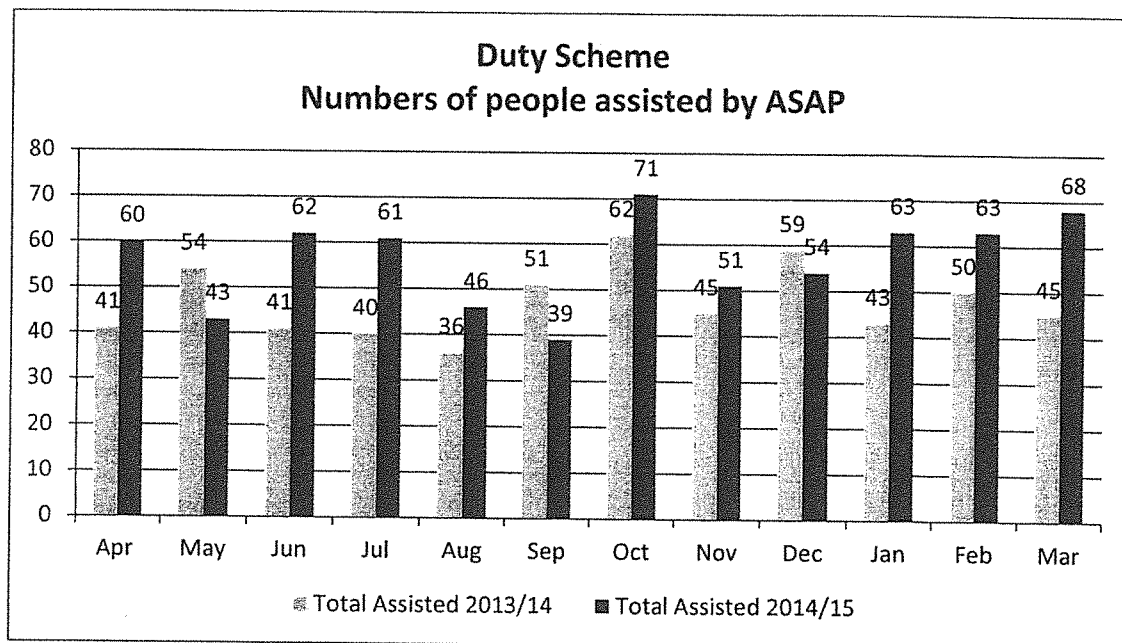
The duty scheme provides free legal representation 5 days per week. In 2014/15, ASAP's Duty Scheme assisted 674 asylum seekers at the Asylum Support Tribunal (AST). 64.5% of the refusals to support were overturned or remitted, resulting in the appellant accessing support.

ASAP's Legal Advisers spent between two and three hours on each case at the Tribunal. Further casework and monitoring work are carried out in our office.

A large number of asylum seekers who received legal representation from ASAP came from countries with well documented and publicised human rights abuses, political instabilities and serious security issues.

A vast majority of the cases ASAP has dealt with concern section 4 support, a restricted form of support (accommodation and financial support of £35 a week only via a voucher card) for some categories of refused asylum seekers. Although section 4 support was initially designed to be short-term temporary support, many asylum seekers need to rely on it for many months while they are not able to leave the UK

2014/15 saw a 19% increase in the number of asylum seekers represented by ASAP. ASAP has also had a huge 42% increase in the number of cases referred from advice agencies across the UK, with 571 referred in 2014/15 compared to 402 the previous year.



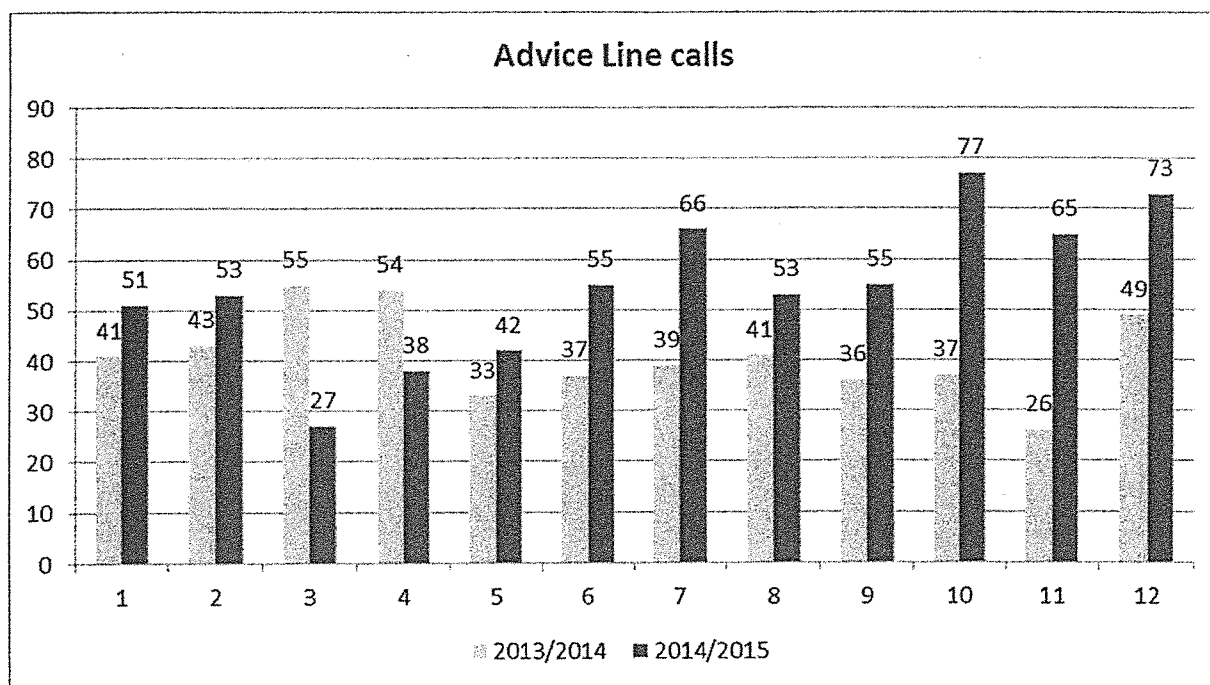
### Second-tier Advice Line, Training and Information Sharing

ASAP's Advice Line, which is open three days a week, gives free legal advice on asylum support and asylum support appeal issues to advisers working in voluntary and other organisations throughout the UK, so that asylum seekers can receive competent advice about asylum support matters in the local organisation they have access to.

In 2014/15 the advice line took 655 calls from 159 different organisations, this is a 33% increase of calls from last year. Top callers were Red Cross (119 calls from all offices), Refugee Action (50 calls from all offices), RAMFEL (20 calls), Praxis (15 calls)

We receive proportionally more calls relating to women on the advice line than appeals (it's been 36% over the last two years).

By far the biggest two enquiries related to s4 support (43%) and s95 support (23%).



Through workshops ASAP provided training sessions to 124 people from 63 organisations. Some of these sessions were open training sessions for voluntary sector organisations which we organised. Others were in-house training sessions which were specifically aimed at advisers and legal practitioners. A number of sessions took place outside of London, with a focus on women's groups. We also organised a Destitution conference in Leeds attended by over 100 people.

All training participants continued to report on their evaluation forms that their knowledge and confidence in dealing with asylum support issues had increased as a result of attending ASAP training sessions, increasing the asylum and advice sector's overall capacity to provide asylum support advice.

### Policy, Advocacy and Litigation Work

ASAP has identified five main areas where poor and unlawful decision-making is preventing or delaying applicants from accessing the support they should be entitled to. These are the areas that drive our work in the areas of policy, lobbying and strategic litigation.

- Delays by UKBA in making decisions on entitlement to support;
- Assessing destitution (see above);
- Access to support for people who have problems obtaining travel documents to return home, particularly those from countries where return is extremely difficult (e.g. Somalis, Eritreans, Palestinians, Iranians and Kuwaiti Bidoun);
- Access to support for people claiming support on the grounds that they are unable to return because of a medical condition, including pregnancy;
- Access to support for people making fresh asylum claims because of new evidence or changes in their circumstances

ASAP's Solicitor has also been able to increase our capacity to refer relevant Tribunal cases to be challenged at a higher court. In 2014/15 31 cases were investigated for judicial review, 12 appeals were referred to solicitors and proceedings were issued in 4 of those cases. In all 12 cases there has been a tangible benefit e.g. they are no longer destitute, or as a result of advice they are in a position to remedy their destitution in the future.

We have had the following achievements in our research and policy work:

- 2 Judicial reviews we have been involved in resulted in a positive change in the law: one on access to free medical care, the other on access to Section 4 support for those with outstanding Article 8 applications.
- 3 significant policy changes obtained as a result of our research and policy work: a change to the published position relating to support entitlements for stateless people, obtaining immediate access to support for all successful asylum applicants, obtaining a commitment in principle on improving the policy on reasonable steps following the publication of our report on the subject
- 2 bundles of information relating to more complex areas in asylum support law.

## **Financial Review**

### **Results**

The total net outgoing resources for the year were £8,109 details of which are shown in the Statement of Financial Activities on page 10.

Total incoming resources for the year decreased by 0.5% to £276,688 from £277,975 for 2014/2015.

Total resources expended for the year increased to £284,797 from £268,659 for 2014/2015.

Grants for the following year in advance of the specified expenditure for which they were given were treated as deferred income, as set out in more detail in Note 10 to the accounts.

### **Funds and Reserves**

In accordance with its reserves policy for the 2014/15 financial year, ASAP aims to have an unrestricted general reserve which represents a minimum of 6 months and a maximum of 9 months of budgeted operating expenditure in the event of unforeseen circumstances. Respectively, this is between £154,500 and £231,750 for next year's budget. This compares to an actual unrestricted general reserve of £151,813 at 31 March 2015, which is at just below 6 months of budgeted operating expenditure and nearly exactly the budgeted costs which were calculated for the winding up costs for 2014/15.

There were no restricted funds at the end of the year (2014:£Nil).

### **Plans for Future Periods**

As ASAP has developed financially, we have also expanded our remit and this is evident in the 2014/2019 Strategic plan

Over the next year ASAP intends to increase its capacity to support advice agencies through training, advice line and coaching as well as rolling out the programme of webinars.

Due to the increase in volume of work for the duty scheme we will also be recruiting a duty scheme assistant to support the running of the scheme.

We also plan to engage in more policy work and litigation so we can increase our impact at national level.

With the increasing number and the level of hardship of destitute asylum seekers, ASAP is continuing to work hard to meet an urgent need to increase legal representation, second-tier telephone advice and training and policy and lobbying work we are currently providing.



## **Statement of Trustees' Responsibilities**

The Trustees (who are also Directors of Asylum Support Appeals Project for the purposes of company law) are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 income and expenditure, for that year. In preparing those financial statements the Trustees are required to:

- make suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable Company will continue to operate

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable Company and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

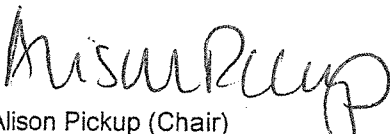
## **Statement as to Disclosure of Information to Auditors**

So far as the Trustees are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the charitable Company's Auditors are unaware, and each Trustee has taken all the steps that he or she ought to have taken as a Trustee in order to make him or herself aware of any relevant audit information and to establish that the charitable Company's Auditors are aware of that information.

## **Preparation of the Report**

This Report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities issued by the Charity Commission in March 2005 and updated in May 2008, and has taken advantage of the small companies exemption under section 417(1) of the Companies Act 2006.

Approved by the Trustees on the following date and signed on their behalf by:

  
Alison Pickup (Chair)

Date: 16<sup>th</sup> September 2015

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
ASYLUM SUPPORT APPEALS PROJECT (Company limited by guarantee no. 04763838)**

We have audited the financial statements of Asylum Support Appeals Project for the year ended 31 March 2015 on pages 10 to 18. 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 auditor's 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 its Members as a body for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement set out on pages 6 and 7, the Trustees (who are also the Directors of the charitable Company for the purposes of company law) are responsible for the preparation of 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 International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we became aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

**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 Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report 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 the financial statements**

In our opinion the financial statements:

- give a true and fair view of the charitable Company's affairs as at 31 March 2015, 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 (applicable to smaller entities); and
- have been prepared in accordance with the Companies Act 2006.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report 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 nor visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures in the Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees 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 Trustees' Annual Report.



**Kevin C. Fisher, Senior Statutory Auditor**  
**For and on behalf of:**  
Myrus Smith  
Chartered Accountants and Statutory Auditors  
Norman House  
8 Burnell Road  
Sutton, Surrey  
SM1 4BW

Date: 21-12-15

ASYLUM SUPPORT APPEALS PROJECT (company limited by guarantee no. 04763838)

**STATEMENT OF FINANCIAL ACTIVITIES**  
For the year ended 31 March 2015

		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
	Note	2015	2015	2015	2014
		£	£	£	£
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2	119,733	147,742	267,475	276,898
Investment income		364	-	364	146
Other incoming resources		8,849	-	8,849	931
<b>TOTAL INCOMING RESOURCES</b>		<b>128,946</b>	<b>147,742</b>	<b>276,688</b>	<b>277,975</b>
<b>RESOURCES EXPENDED</b>					
Charitable activity costs	3	134,459	147,742	282,201	262,732
Governance costs	4	2,596	-	2,596	5,927
<b>TOTAL RESOURCES EXPENDED</b>		<b>137,055</b>	<b>147,742</b>	<b>284,797</b>	<b>268,659</b>
Net incoming/(outgoing) resources before transfer	7	(8,109)	-	(8,109)	9,316
Transfer between funds	11	-	-	-	-
Net incoming/(outgoing) resources after transfer		(8,109)	-	(8,109)	9,316
<b>NET MOVEMENT IN FUNDS</b>		<b>(8,109)</b>	<b>-</b>	<b>(8,109)</b>	<b>9,316</b>
TOTAL FUNDS AT START OF YEAR		159,922	-	159,922	150,606
<b>TOTAL FUNDS AT END OF YEAR</b>		<b>£ 151,813</b>	<b>£ Nil</b>	<b>£ 151,813</b>	<b>£ 159,922</b>

The charitable Company's income and expenses all relate to continuing activities.

Movements in reserves and all recognised gains and losses are shown above.

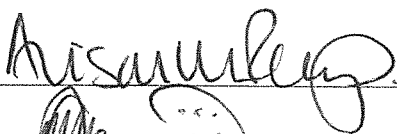
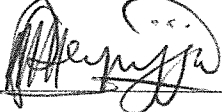
The annexed notes form part of these financial statements.

ASYLUM SUPPORT APPEALS PROJECT (Company limited by guarantee no. 04763838)

**BALANCE SHEET**  
As at 31 March 2015

	Notes	£	2015 £	£	2014 £
<b>FIXED ASSETS</b>					
Tangible assets	8		6,849		1,244
<b>CURRENT ASSETS</b>					
Debtors	9	10,465		24,408	
Cash at bank and in hand		264,663		217,441	
		<u>275,128</u>		<u>241,849</u>	
<b>CREDITORS: amounts falling due within one year</b>	10	(130,164)		(83,171)	
<b>NET CURRENT ASSETS</b>			<u>144,964</u>		<u>158,678</u>
<b>NET ASSETS</b>			<u>£ 151,813</u>		<u>£ 159,922</u>
<b>FUNDS</b>					
Restricted funds	11		-		-
Unrestricted funds:					
General fund	11		151,813		159,922
			<u>£ 151,813</u>		<u>£ 159,922</u>

These Financial Statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). They were approved, and authorised for issue, by the Trustees on 16th September 2015 and signed on its behalf by:-

ALISON PICKUP, Chair

CHARLES SSEMPIJJA, Treasurer

The annexed notes form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 March 2015**

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**1. ACCOUNTING POLICIES**

The charitable Company has adopted the following principal accounting policies which should be read in conjunction with the Financial Statements-set out on pages 10 to 18. The accounting policies have been applied consistently throughout this and the previous years.

***Basis of preparation of financial statements***

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2005, applicable accounting standards and the Financial Reporting Standard for Smaller Entities (effective April 2008).

The effects of events relating to the year ended 31 March 2015 which occurred before the date of approval of the financial statements by the trustees have been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2015 and the results for the year ended on that date.

***Fund accounting***

Unrestricted Funds are incoming resources receivable or generated for the objects of the charitable Company without further specified purpose, either by the donor as Restricted Funds or by the Trustees as Designated Funds.

Grants which are given as contributions towards the charitable Company's core activities are treated as unrestricted unless otherwise specified by the donor.

Designated Funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted Funds are incoming resources which are to be used in accordance with the specific restrictions imposed by funders, which have been raised by the charitable Company for particular purposes.

***Incoming resources***

Incoming resources are included in the Statement of Financial Activities when the charitable Company is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants and donations, and is included in full when receivable and the charitable Company has unconditional entitlement.

Grants received in advance of the accounting period that they relate to have been deferred to be matched against expenditure in that future period.

The value of services provided by volunteers has not been included due to the uncertainty in estimating the financial value to the charitable Company.

Income tax recoverable in relation to investment income, including bank interest, or Gift Aid donations is included at the time the relevant income is receivable.

### ***Resources Expended***

Resources expended are recognised in the Statement of Financial Activities when the liability is incurred.

Expenditure includes VAT that cannot be recovered, and is reported as part of the expenditure to which it relates.

Expenditure relating to a particular fund is allocated directly to that fund. Other expenditure is then apportioned to each fund on the basis of staff time spent per activity. This includes a fair proportion of the cost of raising and administering each fund where that is allowed.

Charitable activities comprise expenditure incurred on providing services to asylum seekers or support services to those seeking to assist asylum seekers.

Governance costs are the costs incurred on overall governance of the charitable Company. As such, they are mainly associated with meeting constitutional and statutory requirements, such as audit fees and costs incurred on strategic management.

### ***Tangible fixed assets and depreciation***

Tangible fixed assets comprise furniture and fittings, and office equipment, and are stated at cost less depreciation. All items costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated in equal instalments to write off the cost of the assets, less their estimated residual value, over their expected useful lives on the following bases:

Furniture and fittings	-	4 years
Office equipment	-	3 years

### ***Operating leases***

Rentals applicable to operating leases, where substantially all of the benefits and risks or ownership remain with the lessor, are charged against income as incurred.

### ***Pensions***

The charitable Company offers to match employee contributions to their personal pension schemes (defined contribution schemes) up to a maximum of 5% of gross pay, after the probationary period of three months has been served.

The charitable Company's liabilities to these schemes are restricted to the contributions disclosed in Note 5.

### ***Taxation***

As the Company is a registered charity no provision is considered necessary for taxation on income that is exempt under sections 466 to 493 of the Corporation Tax Act 2010 and is applied to the charitable objects.

## 2. VOLUNTARY INCOME

	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £	Total Funds 2014 £
<b>Grants from trusts and foundations</b>				
AB Charitable	10,000	-	10,000	10,000
AW60	-	-	-	-
Trust for London	-	25,000	25,000	8,333
Diana Princess of Wales Memorial Fund	-	-	-	10,118
Allen Lane Foundation	-	5,000	5,000	-
Comic Relief	-	-	-	38,507
JPaul Getty	-	-	-	25,000
Esmee Fairbairn	11,667	-	11,667	-
Lloyds TSB Foundation	-	-	-	12,500
London Legal Support Trust	10,000	10,000	20,000	5,000
Sigrid Rausing Trust	55,000	-	55,000	64,167
Tudor Trust	30,000	-	30,000	10,000
Unbound	-	20,000	20,000	20,000
Samuel Sebba	-	20,000	20,000	20,000
Met Migration	-	20,000	20,000	20,000
Strategic Legal Fund	-	19,500	19,500	-
<b>Total grants from trusts and foundations</b>	<b>116,667</b>	<b>119,500</b>	<b>236,167</b>	<b>243,625</b>
<b>Donations</b>				
Clifford Chance	-	-	-	800
Freshfields	-	15,000	15,000	15,350
Garden Court Chambers	-	-	-	2,500
Herbert Smith	-	13,242	13,242	10,527
Events & Sponsorship	1,966	-	1,966	2,483
Other donations	1,100	-	1,100	1,613
<b>Total donations</b>	<b>3,066</b>	<b>28,242</b>	<b>31,308</b>	<b>33,273</b>
<b>Total voluntary income</b>	<b>£ 119,733</b>	<b>£ 147,742</b>	<b>£ 267,475</b>	<b>£ 276,898</b>
<b>Income from other Generated Activities</b>				
Second Tier Training	8,849	-	8,849	900
Bank Interest	364	-	364	146
Other income	-	-	-	31
<b>Total income from other generated activities</b>	<b>£ 9,213</b>	<b>£ Nil</b>	<b>£ 9,213</b>	<b>£ 1,077</b>
<b>TOTAL INCOME</b>	<b>£ 128,946</b>	<b>£ 147,742</b>	<b>£ 276,688</b>	<b>£ 277,975</b>



### 3. CHARITABLE ACTIVITY COSTS

	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £	Total Funds 2014 £
Staff costs (see Note 5.)	86,625	130,272	216,897	214,493
Freelance support work	-	-	-	-
Sub-awards to other organisations	-	7,470	7,470	6,028
Staff training and development	1,159	-	1,159	1,737
Recruitment	390	-	390	1,760
Payroll services	565	-	565	392
Staff travel and other expenses	183	437	620	598
Practice certificate	352	-	352	728
Duty scheme interpretation costs	694	2,721	3,415	3,222
Duty Scheme Emergency Costs	94	-	94	82
Training delivery/ other advisers .	736	842	1,578	561
Publicity and Marketing	1,530	-	1,530	4,115
Subscriptions and membership	714	-	714	1,018
Insurance	4,026	-	4,026	3,092
Conference costs	291	-	291	-
Photocopiers & Shredders	1,941	-	1,941	2,079
Postage	230	-	230	36
Office move costs	4,573	-	4,573	-
Telephone and internet	2,745	-	2,745	2,148
Stationery	2,127	-	2,127	1,492
Legal and professional fees	-	-	-	-
Rent and rates	18,205	6,000	24,205	17,846
Volunteer expenses	149	-	149	-
IT Support	2,936	-	2,936	882
Sundry expenses	2,100	-	2,100	58
Depreciation of tangible fixed assets	2,094	-	2,094	366
	<u>£ 134,459</u>	<u>£ 147,742</u>	<u>£ 282,201</u>	<u>£ 262,733</u>

The Trustees have taken advantage of the concession in the Charities SORP to adopt a natural analysis of Resources Expended, moving away from a strictly functional analysis.

### 4. GOVERNANCE COSTS

	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £	Total Funds 2014 £
Audit	1,522	-	1,522	1,562
Accountancy	-	-	-	-
Legal fees	-	-	-	-
Strategic development	720	-	720	1,060
Trustee meetings	289	-	289	294
AGM	64	-	64	1,458
Other Governance costs	-	-	-	1,552
	<u>£ 2,596</u>	<u>£ Nil</u>	<u>£ 2,596</u>	<u>£ 5,926</u>

## 5. STAFF NUMBERS AND COSTS

	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £	Total Funds 2014 £
Wages and salaries	85,030	115,535	200,565	185,550
Social security costs	(655)	7,043	6,388	19,155
Pension costs	2,249	7,694	9,943	9,788
Agency staff cover	-	-	-	-
	<u>£ 86,625</u>	<u>£ 130,272</u>	<u>£ 216,897</u>	<u>£ 214,493</u>

No employee received remuneration of more than £60,000 (2014 - same).

The charitable Company does not operate any pension scheme for its employees, but does offer to make contributions to a personal pension scheme of each employee's choosing up to a maximum of 5% of gross pay. All employees took up the offer this year 2014/15.

	Number	Number
The average number of people employed during the year, calculated on the basis of full time equivalents was:	5.8	5.8
The number of people employed during the year was:	<u>10</u>	<u>10</u>

## 6. TRUSTEES

None of the Trustees received any remuneration from the charitable Company during this or the previous year.

None of the Trustees were reimbursed expenses of more than £300 during this or the previous year. Reimbursed expenses relate only to travel costs to the Trustee meetings.

No Trustee or any other person related to the charitable Company had any personal interest in any contract or transaction entered into by the charitable Company during this or the previous year.

## 7. NET INCOMING RESOURCES

	2015 £	2014 £
This is stated after charging:		
Audit	1,522	1,562
Depreciation	<u>2,094</u>	<u>366</u>

## 8. TANGIBLE FIXED ASSETS

	Furniture and fittings £	Office equipment £	Total £
<b>Cost</b>			
At 1 April 2014	1,767	15,426	17,193
Additions	1,765	5,934	7,699
At 31 March 2015	<u>3,532</u>	<u>21,360</u>	<u>24,892</u>
<b>Depreciation</b>			
At 1 April 2014	1,583	14,366	15,949
Charge for the year	337	1,757	2,094
At 31 March 2015	<u>1,920</u>	<u>16,123</u>	<u>18,043</u>
<b>Net book value</b>			
At 1 April 2014	<u>£ 184</u>	<u>£ 1,060</u>	<u>£ 1,244</u>
At 31 March 2015	<u>£ 1,612</u>	<u>£ 5,237</u>	<u>£ 6,849</u>

9. DEBTORS	2015	2014
Due within one year	£	£
Other debtors and accrued income	10,465	24,408
	<u>£ 10,465</u>	<u>£ 24,408</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2015	2014
	£	£
Trade creditors	12,444	751
Other creditors and accruals	17,977	8,389
Taxation and social security	317	601
Pensions payable	14,009	11,348
Deferred grant income	85,416	62,083
	<u>£ 130,164</u>	<u>£ 83,172</u>
<u>Deferred income</u>		
Balance at 1 April 2014	62,083	81,368
Amount released to incoming resources	(62,083)	(81,368)
Amount deferred in the year	85,416	62,083
Balance at 31 March 2015	<u>£ 85,416</u>	<u>£ 62,083</u>

# 11. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers £	Carried Forward £
<b>RESTRICTED FUNDS</b>					
Legal and policy work	-	147,742	(147,742)	-	-
	<u>£ Nil</u>	<u>£ 147,742</u>	<u>£ (147,742)</u>	<u>£ Nil</u>	<u>£ Nil</u>
<b>SUMMARY OF FUNDS</b>					
General Funds	159,922	128,946	(137,055)	-	151,813
Restricted Funds (as above)	-	147,742	(147,742)	-	-
	<u>£ 159,922</u>	<u>£ 276,687</u>	<u>£ (284,796)</u>	<u>£ Nil</u>	<u>£ 151,813</u>

# 12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds		Restricted Funds	Total Funds
	Designated Funds £	General Funds £	£	£
Tangible fixed assets	-	6,849	-	6,849
Net current assets	-	144,964	-	144,964
	<u>£ Nil</u>	<u>£ 151,813</u>	<u>£ Nil</u>	<u>£ 151,813</u>

# 13. OPERATING LEASE COMMITMENTS

The charity has annual commitments under non-cancellable operating leases as set out below.

	Land and Buildings		Other operating leases	
Expiring:	2015	2014	2015	2014
Between one and five years	£	£	£	£
	<u>£ 13,296</u>	<u>£ 13,296</u>	<u>£ 1,200</u>	<u>£ 1,200</u>