

ASYLUM SUPPORT APPEALS PROJECT

(A Company Limited by Guarantee)

(Company no. 04763838)

(Charity no. 1105625)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2012

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2012

The Trustees present their Report and Financial Statements for the year ended 31 March 2012. The Trustees confirm that Report and the 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.

Reference and Administrative Details

Working Name

ASAP

Company Registration Number

04763838

Charity Registration Number

1105625

Registered Office and Main Operational Address

Oxford House, Derbyshire Street, Bethnal Green, London E2 6HG.

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:

Sue Willman (Chair)
Charles Ssempijja (Treasurer)
Stephanie Borkum (resigned April 2012)
Alison Pickup
Carolina Gottardo
Kat Lorenz
Pascale Vassie (resigned July 2012)
Paul Yates
Maziar Jamnejad (appointed June 2012)
Richard Orton (appointed April 2012)

Auditors

Myrus Smith, Chartered Accountants & Statutory Auditors,
Norman House, 8 Burnell Road, Sutton, Surrey SM1 4BW.

Bankers

Barclays Bank plc, 128 Moorgate, London EC2M 6SX.

Co-operative Bank plc, 1 Balloon Street, Manchester, M60 4EP.

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Structure, Governance and Management

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, under which each Member is required to contribute an amount not exceeding £1 towards the liabilities of the charitable Company in the event of it being wound up whilst they are Members, or within one year of their ceasing to be Members.

Recruitment and Appointment of Trustees

Trustees are appointed in accordance with the Articles of Association of the charitable Company, by being elected to serve for one year by the members present at the Annual General Meeting. The Trustees govern the charitable Company through a Management Committee comprising themselves and others who attend in an advisory capacity.

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 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 Staff 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 needs are identified through a 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 5 staff – a Director, Solicitor, Legal Adviser/Duty Scheme Co-ordinator, Women's Legal Adviser and Administrator. About 30 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.

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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. There included 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. It also used its Business 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 right to food and shelter. We do this by:

1. 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;
2. Running a second tier Advice Line and training on asylum support law and asylum support appeals; and
3. 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 for asylum seekers who have asylum support appeal hearings at the First-Tier Tribunal (Asylum Support) in The Docklands where we have a duty scheme. 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 continues to run 5 days per week and in the coming year we will expand its capacity further. In 2011/12, ASAP's Duty Scheme represented 424 asylum seekers at the Asylum Support Tribunal, accounting for 54% of all appeals. The overwhelming majority of appeal outcomes, 66%, resulted in the appellant leaving the tribunal with a right to support.

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Outcomes of appeals that ASAP represented in 2011/12

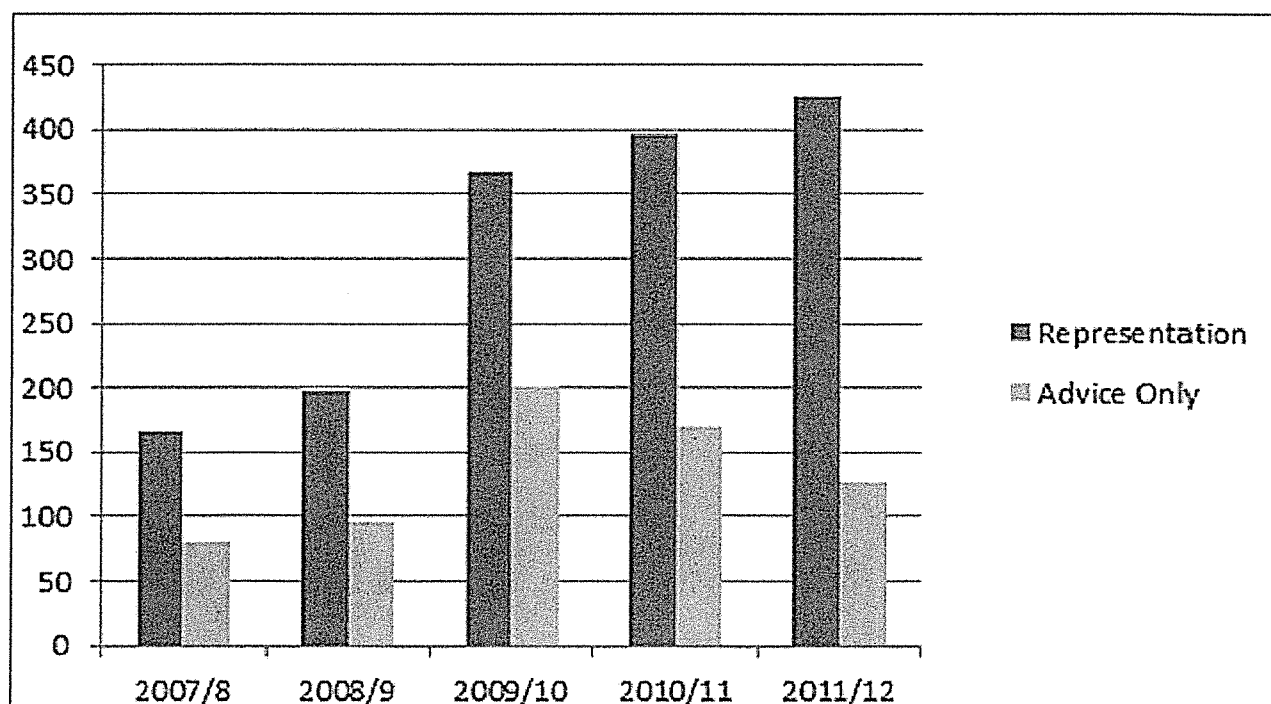
Outcome	Number of decisions
Allowed	229
Remitted	51
Dismissed	127
Withdrawn	17
No jurisdiction	0
Other	0

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) 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.

ASAP is particularly pleased to report that 2011/12 represented the highest number of appellants assisted since the charity began, as evidenced in the chart below.



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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 organisations throughout the UK, so that asylum seekers can receive competent advice about asylum support matters in the local organisation they have access to.

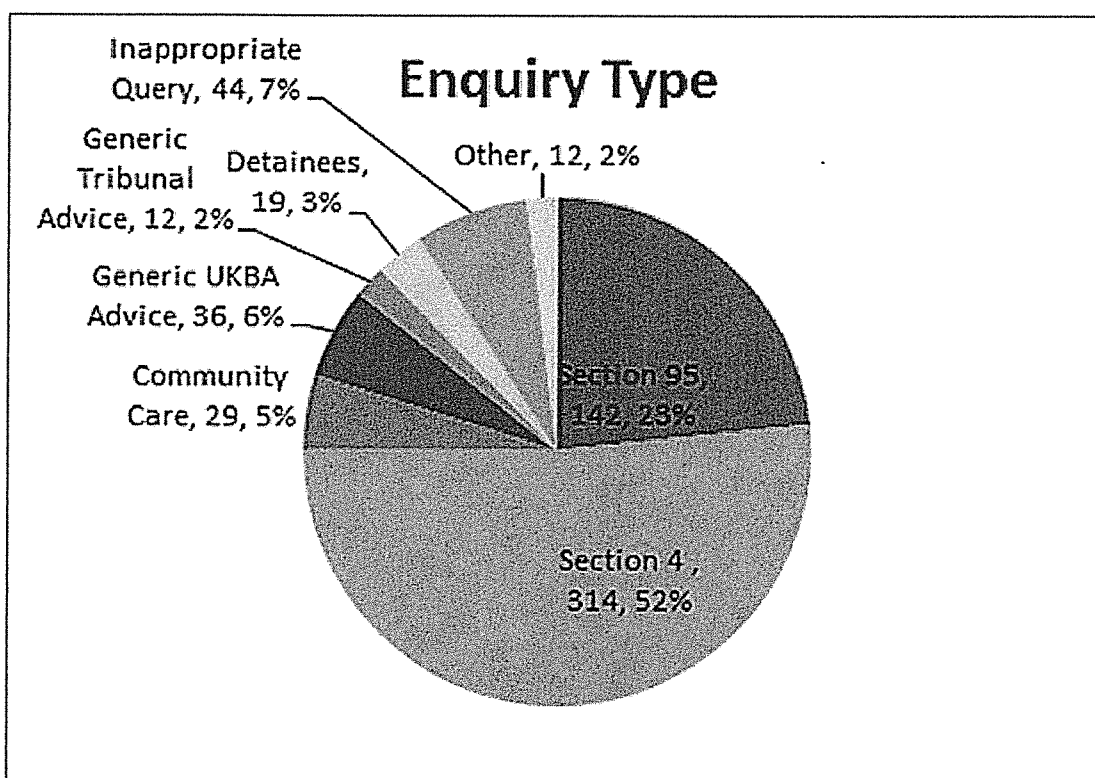
In 2011/12 the advice line took 572 calls from 175 different organisations.

266 (46.5%) of these calls were from the London Area.

37% of these calls were about women, 21% of whom had pregnancy related issues.

19% of the callers had dependents.

The following chart shows the breakdown related to the nature of the enquiry.



ASAP provided a total of 10 training sessions and workshops for 160 participants from 52 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. Five sessions took place outside London, with a focus on women's groups. One session was delivered in partnership with Rights of Women. We also organised a Destitution Awareness event in central London focused on the links between asylum support and destitution.

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. Impact assessments after six months showed that they have used the skills and expertise gained from the training sessions to advise asylum seekers, increasing the asylum and advice sector's overall capacity to provide asylum support advice.

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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.

1. Delays by UKBA in making decisions on entitlement to support;
2. Assessing destitution (see below);
3. 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);
4. Access to support for people claiming support on the grounds that they are unable to return because of a medical condition, including pregnancy;
5. Access to support for people making fresh asylum claims because of new evidence or changes in their circumstances.

In 2011 ASAP carried out research into the quality of UKBA decision-making in destitution cases where clients were based in London. The report was called "No Credibility: UKBA Decision Making And Section 4 Support".

The report found:

- **Over 80%** of UKBA decisions to refuse support on the grounds that applicants were not destitute were overturned on appeal.
- UKBA caseworkers routinely failed to apply the correct legal test for destitution when making decisions, ignored evidence submitted, and did not follow their own guidelines.
- Assessment of credibility was unfair and unbalanced and changes in circumstances which led to people having to make a support application were routinely disregarded.
- UKBA decision letters were poor quality, badly structured and difficult to understand, causing confusion among applicants and advice workers and undermining confidence in the system.
- Many applicants had serious mental and physical health problems – sometimes unusual conditions requiring long term and specialist care.
- **More than 90%** applied because of a significant change in their own life or the lives of family and friends. Pregnancy or the birth of a child was the most commonly stated reason for having to move from family and friends as they could no longer continue to support applicants.
- The UKBA did not seem to be complying with its statutory duty to safeguard the welfare of children.
- Many refused asylum seekers experienced lengthy delays before a decision is made on their support application. Most applicants had to wait for more than two weeks for a decision on whether they were eligible for support, despite being in some cases street homeless and having health needs.

This report was used to begin discussions with the UKBA and the Independent Chief Inspector, who has now included a review of asylum support in his annual plan of work. It was also shared with stakeholders across the sector to improve awareness and information sharing.

ASAP's Solicitor has also been able to increase our capacity to refer relevant Tribunal cases to be challenged at a higher court. In 2011/12 he referred 12 cases for judicial review challenging decisions of the UKBA and the AST. These cases relate to destitute refused asylum seekers who are unable to leave the UK through no fault of their own. Thus far, one case has been refused permission, seven have been resolved with the government before progressing to a hearing, and as of end of March 2012 four others were still progressing.

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Financial Review

Results

The total net incoming resources for the year was £3,050 (2011 – £40,476 incoming) details of which are shown in the Statement of Financial Activities on page 10.

Total incoming resources for the year was almost unchanged at £235,613 from £233,912 for 2011. Of the total 25% was for Unrestricted Funds and 75% for Restricted Funds, again almost the same ratio as for 2011.

Total resources expended for the year increased to £232,563 from £193,436 for 2011. This was mainly due to staff costs as the complement was increased over the previous year, as set out in more details in Note 6 to the accounts.

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, ASAP aims to have an unrestricted general reserve which represents a minimum of 3 months and a maximum of 6 months of budgeted operating expenditure in the event of unforeseen circumstances. Respectively, this is between £63,500 and £127,000 for next year's budget of circa £254,000. This compares to an actual unrestricted general reserve of £108,155 at 31 March 2012. At just over 5 months of budgeted operating expenditure this is in line with ASAP's reserves policy (2011 was £108,193 which was just over 5 months).

Restricted Funds were £13,382 at the end of the year and comprised 2 separate funds (2011 was £10,294 in 2 funds). The balance on this fund is considered by the Trustees to be sufficient to complete or continue the activities for which the funding was provided.

Plans for Future Periods

As ASAP has developed financially, we have also expanded our remit and this is evident in the 2011/14 business plan.

Over the next year we plan to increase the number of volunteer Legal Advocates working on the duty scheme from the current level of 26 to a minimum of 40, in order to assist more destitute asylum seekers.

We also plan to engage in more policy work and litigation so we can increase our impact at national level. We will employ a specialist legal researcher and advisor to support the solicitor in strategic litigation work.

We are also undergoing the AQS quality mark process, and hope to have this completed by the end of March 2013.

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).

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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 adequate 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.

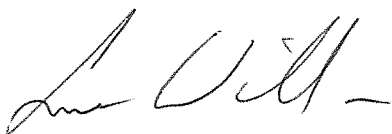
Statement as to Disclosure of Information to Auditors

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 special provisions of Part 15 of the Companies Act 2006 relating to small companies.

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



Sue Willman (Chair)

10.12.12

Date:

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF:

ASYLUM SUPPORT APPEALS PROJECT (A Company Limited by Guarantee No. 04763838)

We have audited the financial statements of Asylum Support Appeals Project for the year ended 31 March 2012 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 7 and 8, 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.

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 financial statements

In our opinion the financial statements:

- give a true and fair view of the charitable Company's affairs as at 31 March 2012, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (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 & Statutory Auditors
Norman House, 8 Burnell Road
Sutton, Surrey SM1 4BW



Date: 17-12-12

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2012 (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

	Notes	Unrestricted Funds £	Restricted Funds £	2012 Total Funds £	2011 Total Funds £
<u>Incoming Resources</u>					
Incoming resources from generated funds					
Voluntary income	2.	58,092	177,488	235,580	224,655
Sponsorship income		-	-	-	8,620
Investment income		33	-	33	-
Other incoming resources					
		-	-	-	637
Total Incoming Resources		58,125	177,488	235,613	233,912
<u>Resources Expended</u>					
Charitable activity costs	3.	(56,303)	(170,943)	(227,246)	(190,540)
Governance costs	4.	(1,600)	(3,717)	(5,317)	(2,896)
Total Resources Expended		(57,903)	(174,660)	(232,563)	(193,436)
Net Incoming Resources		222	2,828	3,050	40,476
Total Funds at Start of Year		108,193	10,294	118,487	78,011
Total Funds at End of Year	11.	108,415	13,122	121,537	118,487

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
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BALANCE SHEET AS AT 31 MARCH 2012

	Notes	2012 £	2011 £
<u>Fixed Assets</u>			
Tangible Assets	8	<u>2,421</u>	<u>5,237</u>
		<u>2,421</u>	<u>5,237</u>
<u>Current Assets</u>			
Debtors	9	2,684	2,404
Cash at Bank and in Hand		<u>195,739</u>	<u>148,847</u>
		<u>198,423</u>	<u>151,251</u>
<u>Creditors: Amounts falling due within one year</u>	10	<u>-79,307</u>	<u>-38,001</u>
		<u>-79,307</u>	<u>-38,001</u>
Net Current Assets		<u>119,116</u>	<u>113,250</u>
Total Net Assets	12	<u>121,537</u>	<u>118,487</u>
<u>Funds and Reserves</u>			
Unrestricted Funds: General Reserves		108,415	108,193
Restricted Funds		<u>13,122</u>	<u>10,294</u>
Total Funds	11	<u>121,537</u>	<u>118,487</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).

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


Sue Willman (Chair)


Alison Pickup

Date: 10.12.12

The annexed notes form part of these financial statements.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

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.

(a) Basis of accounting

The Financial Statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005 and updated in May 2008, as modified for smaller charities.

The effects of events relating to the year ended 31 March 2012 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 2012 and the results of the year ended on that date.

(b) 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.

(c) 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.

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(d) 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.

(e) 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.

These capitalised assets are depreciated so as to write off their cost in equal instalments over their useful lives as follows:

Furniture and fittings	4 years
Office equipment	3 years

(f) 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.

(f) 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.

(h) 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.

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2. Voluntary Income

	Unrestricted	Restricted	2012 Total	2011 Total
	£	£	£	£
Grants - Trusts and Foundations				
29 May Charitable Trust	-	-	-	2,500
A B Charitable Trust	-	7,500	7,500	7,500
AW 60 Charitable Trust	-	500	500	798
Bromley Trust	-	-	-	10,000
Comic Relief	-	36,200	36,200	31,073
Eleanor Rathbone	-	-	-	1,125
Estate of Irene Breugel	-	-	-	7,000
Joseph Rowntree	-	15,000	15,000	7,500
J P Getty	-	25,000	25,000	20,000
Law Society Charity	-	-	-	7,500
Leigh Trust	-	-	-	3,750
London Legal Support Trust	3,200	2,500	5,700	4,750
Sigrid Rausing Trust	13,750	22,500	36,250	7,500
Trust for London (previously CPF)	-	27,500	27,500	30,000
Tudor Trust	20,000	-	20,000	20,000
	<u>36,950</u>	<u>136,700</u>	<u>173,650</u>	<u>160,996</u>
Grants - Public Sector				
London Councils	-	35,807	35,807	35,807
London Councils spec 104 (second-tier)	-	2,481	2,481	6,616
	<u>-</u>	<u>38,288</u>	<u>38,288</u>	<u>42,423</u>
Donations				
Clifford Chance	7,000	-	7,000	5,000
Freshfields	7,000	-	7,000	5,000
Garden Court Chambers	-	2,500	2,500	2,500
Herbert Smith	7,000	-	7,000	5,000
Matrix Chambers	-	-	-	2,000
Other donations	142	-	142	1,736
	<u>21,142</u>	<u>2,500</u>	<u>23,642</u>	<u>21,236</u>
Total Voluntary Income	<u>58,092</u>	<u>177,488</u>	<u>235,580</u>	<u>224,655</u>

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3. Charitable Activity Costs	Unrestricted Funds	Restricted Funds	2012 Total	2011 Total
	£	£	£	£
Staff costs (see Note 6.)	44,324	128,269	172,593	131,901
Freelance support work	-	-	-	218
Staff training and development	829	574	1,403	3,601
Recruitment	925	204	1,129	1,974
Payroll services	72	234	306	332
Staff travel and other expenses	-	73	73	553
Practice certificate	-	463	463	438
Volunteer expenses	-	2,122	2,122	1,540
Duty scheme interpretation costs	-	6,199	6,199	8,141
Training other advisers	-	1,194	1,194	569
Publicity	-	3,594	3,594	4,417
Meeting expenses	31	94	125	1,107
Subscriptions and membership	-	356	356	1,154
Insurance	2,304	424	2,728	2,666
Office consumables	4	312	316	90
Photocopying	-	1,835	1,835	1,457
Postage	8	401	409	366
Paper shredding and destruction	63	63	126	62
Telephone and internet	45	2,656	2,701	2,704
Stationery	-	1,131	1,131	2,222
Legal and professional fees	3,020	5,134	8,154	926
Rent and rates	1,646	15,562	17,208	15,727
Repairs and maintenance	216	-	216	2,933
Small equipment	-	49	49	232
Sundry expenses	-	-	-	477
Office move costs	-	-	-	1,125
Depreciation of tangible fixed assets	2,816	-	2,816	3,608
	56,303	170,943	227,246	190,540

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	Restricted Funds	2012 Total	2011 Total
	£	£	£	£
Audit	600	900	1,500	1,500
Accountancy	500	700	1,200	-
Legal fees	500	700	1,200	-
Strategic development	-	775	775	-
Trustee meetings	-	60	60	981
AGM	-	582	582	415
	1,600	3,717	5,317	2,896

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5. Trustee Remuneration and Related Party Transactions

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

None of the Trustees were reimbursed any expenses during this or the previous year.

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.

6. Staff Costs and Numbers

	2012 Total	2011 Total
Staff costs were as follows:	£	£
Salaries and wages (a)	159,606	116,060
Social security costs (2012 net of reclaims)	7,415	11,651
Pension costs (b)	5,572	4,190
	<u>172,593</u>	<u>131,901</u>

(a) No employee received emoluments of more than £60,000 during this or the previous year.

(b) 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. 3 employees took up the offer this year (2011 - was 4 employees).

	2012 No.	2011 No.
The number of people employed during the year was:	<u>9</u>	<u>5</u>
The average number of people employed during the year, calculated on the basis of full time equivalents was:	<u>4.5</u>	<u>3.5</u>

7. Net Incoming Resources

	2012 Total	2011 Total
This is stated after charging:	£	£
Audit	1,500	1,500
Depreciation	<u>2,816</u>	<u>3,608</u>

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8. Tangible Fixed Assets

	Furniture & Fittings	Office Equipment	2012 Total	2011 Total
	£	£	£	£
Cost				
At start of year	1,583	14,000	15,583	7,134
Additions in year	-	-	-	8,449
At end of year	<u>1,583</u>	<u>14,000</u>	<u>15,583</u>	<u>15,583</u>
Depreciation				
At start of year	1,583	8,763	10,346	6,738
Charge for the year	-	2,816	2,816	3,608
At end of year	<u>1,583</u>	<u>11,579</u>	<u>13,162</u>	<u>10,346</u>
Net Book Value				
At end of year	<u>-</u>	<u>2,421</u>	<u>2,421</u>	<u>5,237</u>

9. Debtors

	2012	2011
	£	£
Prepayments	2,584	2,304
Other debtors	100	100
	<u>2,684</u>	<u>2,404</u>

10. Creditors: Amounts falling due within one year

	2012	2011
	£	£
Trade creditors	12,750	6,001
Accruals	21,892	1,500
Taxation and social security	3,415	-
Deferred income (a)	41,250	30,500
	<u>79,307</u>	<u>38,001</u>

(a) Grant income received in advance:

Balance at start of the year	30,500	35,423
Released to income during the year	(30,500)	(35,423)
	-	-
Deferred during the year	41,250	30,500
Balance at end of the year	<u>41,250</u>	<u>30,500</u>

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11. <u>Total Funds</u>	At start of year £	Incoming £	Outgoing £	At end of year £
Restricted Funds:				
London Councils (see Note 13.)	(405)	35,807	(35,230)	172
Legal and policy work	10,699	141,681	(139,430)	12,950
Total Restricted Funds	10,294	177,488	(174,660)	13,122
Unrestricted Funds:				
General Reserve	108,193	58,125	(57,903)	108,415
Total Unrestricted Funds	108,193	58,125	(57,903)	108,415
Total Funds	118,487	235,613	(232,563)	121,537

12. <u>Analysis of Net Assets between Funds</u>	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £
Fixed assets	2,421	-	2,421
Net current assets	105,994	13,122	119,116
	108,415	13,122	121,537

13. <u>Section 37 Statement of Movement in London Councils Fund</u>	2012 Total £	2011 Total £
Fund balance brought forward	(405)	43
Grants receivable in the year	35,807	35,807
Expenditure in the year:		
Staff costs	(26,381)	(25,774)
Duty scheme interpretation costs	(2,048)	(2,150)
Translation and communication costs	(1,273)	(1,476)
Training, travel and volunteer expenses	(504)	(329)
Rent and rates	(3,036)	(2,985)
Other project costs	(1,988)	(3,541)
	(35,230)	(36,255)
Fund balance carried forward	172	(405)