

Registered number: 02453081
Charity number: 702419

DERBYSHIRE LAW CENTRE LIMITED

(A company limited by guarantee)

**ANNUAL REPORT AND FINANCIAL
STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2017

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)

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DERBYSHIRE LAW CENTRE LIMITED

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2017

Trustees and Management Committee

Mr M Gordon, Chair
Mr C Collard, Vice Chair
Mr J Duncan, Treasurer
Miss S White, Secretary
Mrs M E Honeyben
Ms J Flood
Ms S Blank
Mr J Morehen
Mr D Shaw
Mrs M Thorpe
Ms E Tidd
Mrs J Tuwuru
Mr C Hampton
Mr H Borrell
Mrs M Dooley
Ms T Gilby (appointed 17 May 2016, resigned 1 April 2017)
Mrs J Skill (appointed 2 June 2016)
Mr D Skinner (appointed 2 November 2016)
Mr S Ellis (resigned 11 April 2016)
Mr C D Harper (resigned 2 May 2016)
Mr D L Webber (deceased 4 July 2016)
Mrs K M Salt MBE (resigned 2 November 2016)
Ms C Small (resigned 2 November 2016)
Mr A Crow (resigned 13 February 2017)

Company registered number

02453081

Charity registered number

702419

Registered office

1 Rose Hill East, Chesterfield, S40 1NU

Company secretary

Mr A Crow (until 13 February 2017)
Miss S White (from 13 February 2017)

Independent auditor

BHP, Chartered Accountants, 57-59 Saltergate, Chesterfield, S40 1UL

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
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Advisers (continued)

Bankers

Lloyds Bank plc, Rose Hill, Chesterfield, Derbyshire, S40 1LR

DERBYSHIRE LAW CENTRE LIMITED
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2017

The Trustees (who are also directors of the charity for the purpose of the Companies Act) present their annual report together with the audited financial statements of Derbyshire Law Centre (the charity) for the year 1 April 2016 to 31 March 2017. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

a. Policies and objectives

The company's mission is to increase access to justice for disadvantaged communities through the provision of quality assured, accessible, free and low cost legal advice, information and representation to individuals and groups within our geographical area.

The Law Centre's strategic aims for the next 3 financial years are:

- 1.1. To provide and increase the provision of quality assured specialist legal advice and representation in areas of social welfare law, currently housing and homelessness, employment, community care, debt, discrimination and immigration work;
- 1.2. To undertake project work in line with our mission statement and as funding becomes available;
- 1.3. To provide an accessible initial diagnostic and signposting service to all callers, both by telephone and in person;
- 1.4. To increase and diversify funding coming into the Law Centre to secure its longevity;
- 1.5. To extend awareness of the Law Centre's work through appropriate publicity and providing information to groups and individuals on the law and its effects.
- 1.6. To ensure that the Law Centre has appropriate and well trained staff to deliver its services.

And further specific objectives:

- To expand the availability of the specialist services across Derbyshire and;
- To be an active member of CVP, Links CVS, Citizens Advice Chesterfield, Citizens Advice Derbyshire District, FAAD and Derbyshire Unemployed Workers Centre.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit whilst reviewing our aims and objectives and in planning our future activities. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set. Details of how the charity has delivered public benefit can be found in the review of activities paragraph below.

Achievements and performance

a. Review of activities

The main area of charitable activity are the provision of quality assured, accessible legal advice and representation.

This year, our caseworkers have dealt with over 900 specialist cases, many of which involved court representation. In addition, our Assessment Team dealt with almost 4,000 telephone enquiries. The enquirers were either referred to our specialist service or signposted on to a more suitable source of legal advice, this being to alternative organisation or private practice solicitors or may include websites for self-help information. Many of the residents seeking advice present with multiple problems and may require several routes of problem solving. Without our volunteers on the Assessment Team, our capacity to take these calls would be vastly reduced.

Specialist Services – Employment

Demand for employment advice continues to be high, particularly as legal aid is no longer available in employment law (except for discrimination matters). Continued diminishing resources and high demand has led to a busy employment unit. The Law Centre continues to work hard at attracting new funds for the service. Three bids were submitted during the year and DLC has recently been successful in obtaining funds for a Litigants in Person project. The unit has worked hard at promoting a charged for service and this continues to bring limited funds into the organisation. One such piece of work was a large group action following redundancy (involving almost 130 clients).

Services have been provided from our main Chesterfield office, through telephone advice, and face to face advice at Bolsover, Ilkeston and Ripley.

Work was done around updating advice providers in areas of Employment Law. Unfortunately, the take up was too low to provide an actual training session.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Specialist Services – Housing

We also provide a specialist, quality assured legal casework service to people who are facing housing problems, including access to housing, homelessness, housing conditions and possession action. In addition (and where we particularly differ from Citizens Advice), as a solicitor agency we regularly represent clients in court before a judge. Our work at Chesterfield County Court continues to be a high priority, the majority of this work involves assisting clients in defending possession proceedings to ensure they don't lose their homes.

The casework service is predominantly funded by the Legal Aid Agency and appointments are offered at both of our offices in Chesterfield as well as at Buxton, Ripley, Eckington and Bolsover. Our service in Staveley moved to Eckington at the beginning of 2017. We continue to work efficiently to optimise the financial input on this contract and we have seen a significant increase in resources for higher level certificated work.

We continue to facilitate meetings of the local housing law group. This group is aimed at local legal practitioners providing an opportunity to exchange information and knowledge as well as provide training on housing law.

Our work on the Pro Bono Project (see page 6) has resulted in partnership working with Derby University, allowing the Law Centre to offer paralegal placements for law students to support the housing team. This resulted in increased income generation on this service and we were pleased to be able to employ 2 former placement students as part time paralegals to support the advice workers.

The debt advice service is mainly funded by our East Midlands Money Advice project – see below.

Specialist Services - Community Care

This small LAA contract has continued steadily during the year. However, in January 17, a new Advice Worker post and Advocate post was filled and work has now significantly increased in this area of law. The new Advice Worker, a registered social worker, is working closely with participants and clients, particularly around personal assessments, as part of the Opportunity and Change project.

Specialist Services – Immigration

We continue to provide a telephone immigration advice service across the county of Derbyshire to families and individuals, as well as to other agencies. Three new projects - the Living Rights Project (in conjunction with the Law Centres Network), the Derbyshire Resettlement Advice Service and the Derbyshire Bilingual Crisis Buddy Service - have increased the work around immigration and staff resources have been re-directed to this service. The number of immigration enquiries has increased by over 1/3rd (115 to 169 over the period). We have also introduced a small, pilot fee paying service for immigration applications.

Money Advice Service Debt Project

The Law Centre is funded by the Money Advice Service through East Midlands Money Advice, to deliver free debt advice to those who need it. The project allows us to employ a specialist debt caseworker to deliver a quality assured debt advice service, specialising in housing related debt. We continue to see a high demand for this service and the project is funded nationally until March 2018. We are pleased to have met the demanding targets set by the funder. During the year, the contract was increased for a few months which allowed us increased staffing resources to assist more clients.

Living Rights Project

The Living Rights Project is a European Union Funded project, led by the Law Centres Network that runs until December 2017. DLC is funded to provide information and raise awareness across the East Midlands of the rights of EU citizens in the UK, including their housing and employment rights.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Access to Justice Pro Bono Project

This one year project ran until December 2016 and funded the Law Centre to explore links with other agencies to secure free legal services to residents on low and unstable incomes across Derbyshire. Derbyshire Law Centre was fortunate to secure law students from Derby University to provide paralegal support for housing and debt staff.

Home for Good

This project was supported by the National Lottery through the Heritage Lottery Fund, exploring the history and heritage of social housing through oral history, photographs, written accounts, documents and objects contributed by local people. The project involved interviewing residents, talking to local groups and putting on exhibitions at local libraries. A new website was developed www.socialhousinghistory.org.uk along with Facebook and Twitter accounts. A final celebration exhibition was held at Chesterfield Library in early April 2016.

D2N2 Funded Projects:

Money Sorted in D2N2 is funded by the Building Better Opportunities funds from the European Structural and Investment Fund and the Big Lottery and is a financial inclusion project helping people with money management issues and improving people's financial well-being in the Derbyshire area. The partnership project is led by Advice Nottingham and through the employment of a Personal Navigator, the Law Centre provides support and personally tailored interventions for people experiencing the greatest financial difficulty. This then enables individuals to take control, build their confidence and skills and help them tackle barriers in order to improve their financial well-being.

Opportunity and Change is a support programme for people with multiple and complex needs throughout Derbyshire to resolve, or work towards resolving, their complex needs through 4 parallel activities: Access and Engagement; Stability Planning; Change Planning and Employment Pathway and Work Outcomes. The programme is part of the national Building Better Opportunities programme funded by the Big Lottery Fund and the European Union's European Structural and Investment Fund. The project has seen the Law Centre employ 3 members of staff to work on two aspects of the project, concentrating on worker under the Care Act legislation and on housing issues.

Sheffield City Region funded projects:

Building Better Opportunities: Holistic Support Programme is a project designed to work with individuals with complex needs to take control of their employment journey by co-designing a holistic package of work and wellbeing support. This is a partnership project led by South Yorkshire Housing Association and the Law Centre's involvement in this project is to provide specialist advice to participants on the project. This will then reduce the impact of any housing issue on the individuals' ability to move forward into employment. Unfortunately, take up has been slow on this project and a review of how to improve this is being undertaken.

Amber Valley Independent Advice Project

This project started in October 2015 and is funded by Amber Valley Borough Council. The take-up for the project has been high. The funding allows the Law Centre to offer face to face housing advice at our Ripley office. Whilst the project focuses on the prevention of homelessness by challenging possession claims, other housing matters not covered by our Legal Aid Agency contract can be assisted through this fund.

North East Derbyshire Homelessness Project

Funded by Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council, this service allows us to provide legal advice to clients who are facing mortgage repossession, an area that is not covered by legal aid.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Derbyshire Bilingual Crisis Buddy Service

Funded by the Big Lottery's Help Through Crisis programme, the Law Centre is a partner in this 5 year project, led by Direct Help and Advice. The project, a joint city and shire project, is designed to work with people whose first language is not English and are in crisis. The Law Centre is responsible for training and supervising "buddies" who work with individuals/families to address the immediate crisis as well as identifying and assisting with other problems to improve the lives of the individuals/families. Two training sessions have taken place and we are starting to take on work.

Grassland Hasmoor

Funded by the Big Lottery, this partnership project, led by Links CVS enabled the Law Centre to provide a "drop-in" assessment session at Hasland. This finished early in 2017.

Derbyshire Resettlement Advice Service

Funded by AB Charitable Trust, this project is designed to contribute towards the expansion of our immigration service. This project has, alongside the Living Rights Project, increased the number of immigration enquiries.

b. Investment policy and performance

Aside from retaining a prudent amount in reserves each year (and designated funds), most of the charity's funds are to be spent in the short term and so all reserves are kept in a deposit account where interest rates are monitored.

Financial review

a. Going concern

The charity is dependent on continued core grant funding from Chesterfield Borough Council, Derbyshire County Council, North East Derbyshire District Council and Bolsover District Council as well as casework funding from the Legal Aid Agency. Grant funding is awarded annually and is only confirmed until 31 March 2018. The Legal Aid Agency contract work is currently contracted until 31 March 2018. Whilst inherently there can be no certainty with regards to the future income in the current economic climate, the trustees confirm that there is no reason to believe that this funding will not be continuing but acknowledge that this may be at a reduced level in some cases. New European Funding was awarded in 2016 and will continue for a 3 years. Furthermore, the trustees have taken steps to generate some replacement income to mitigate the potential reductions and regularly review their 3 year funding and financial strategies.

At 31 March 2017 the charity had free reserves of £48,467 after designating funds of £80,481. The charity has produced budgets to 31 March 2020 and financial reports identify the measures necessary to maintain an acceptable level of free reserves.

Given these circumstances, the trustees believe it is appropriate for the financial statements to be prepared on a going concern basis. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

b. Results for the year

Our 3 year Business Plan aims to retain, and where possible, increase core funds from local authorities, Legal Aid Contracts and our charged service.

Our Financial Strategy has been supported by a very active Funding Strategy during the year. Our organisation has worked hard on attracting new funds, especially by working in partnership with other advice agencies to take advantage of new European Funds through D2N2 funded through Sheffield City Region. This has resulted in obtaining funds for 3 new projects and the employment of an additional 4 staff members. A 4th project has also been established but is yet to show any financial impact.

2016/17 proved to be a progressive year in terms of finance and services. Our surplus of £17,663 is predominantly due to the careful allocation of staff resources to services and ensuring that projects are operated on a "full cost recovery" basis.

In January 2017, as part of Chesterfield Borough Council's asbestos removal programme at the Town Hall, Derbyshire Law Centre moved offices from the lower ground floor to the ground floor. This has resulted in a rent free period for 2 months of 2016/17 (and continues into 17/18). This underspend is extremely beneficial for our organisation and will be included in designated funds for office and equipment renewals.

The area of our work that is most difficult to fund is employment. Demand continues to outstrip resources in employment. Our funding strategy identifies potential sources of funds and during 16/17, 3 funding applications were submitted, 1 of which was successful and a new source of funding started in April 2017 to provide assistance to clients who are taking employment claims to tribunal. Our South Derbyshire Employment Service (from our outreach services at Ripley and Ilkeston) and charged services both exceeded 16/17 targets. Whilst our South Derbyshire Employment Service is directly funded, the majority of our North Derbyshire service (mainly telephone advice) is funded through core funds.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Our Legal Aid Agency contracts continue to perform well, although we continue to suffer due to clients not turning up for appointments, despite reminders. Our office at Staveley was not meeting the needs of our clients and so early in 2017, we moved our office to Eckington Library. The Legal Aid contracts were reduced in terms of the number of new cases we were allowed to take on. However, this did not impact on the number or level of service we offered to clients. The contracts, which were due for renewal in April 2017, have been extended until March 2018 and Derbyshire Law Centre is well placed to retain legal aid contracts in housing and community care casework. Legal aid funding only funds some of our housing work. Our housing specialists also provide additional housing support through our County Court work and mortgage repossession advice, funded by local authorities through core grant and Homelessness funds.

Our work on the Money Advice Service project (EMMA), continues at pace with targets being met. The contract increased for 3 months during the year which gave the organisation additional funds to provide more services around debt advice. The targets are high but the demand is there to fulfil them.

As always, we are grateful to all the organisations that fund our services, both directly and indirectly. The continued support from Chesterfield Borough Council, Derbyshire County Council, Bolsover District Council and North East Derbyshire District Council, despite austerity measures, is essential for the survival of our organisation as they provide core grants. Some Parish Councils have also given us funds to support our core work in their areas. These core funds enable the Law Centre to retain high quality staff, providing an excellent service and, importantly, to attract/retain other funding from such places as The Big Lottery and more. Thanks also to:

- Legal Aid Agency
- The Big Lottery
- Access to Justice Foundation
- Money Advice Service
- AB Charitable Trust
- Big Local
- Derby University
- European Union
- Amber Valley Borough Council

We are also reliant upon donations. In 2015/16, the Law Centre set up PayPal accounts and Donation pages to encourage donations. You can find our donations page at www.mydonate.bt.com/charities/derbyshirelawcentre. The Law Centre is also taking advantage of the Gift Aid scheme. Donations are accepted through our Facebook page too.

With income of £502,364 and expenditure of £484,701 we achieved a surplus of £17,663 in comparison to a deficit of £4,315 in the previous financial year.

At 31 March 2017, total funds carried forward are £139,908, of which £10,008 are in restricted funds, £80,481 are in designated funds and £49,419 are in unrestricted general funds.

c. Principal risks and uncertainties

The main financial risks faced by the charity are loss or reduction of Legal Aid Contracts, project funds, and core funding from Local Authorities due to the Central Government passing on cuts. Local Authorities may seek to pass on some of these cuts via grant aid reductions.

The processes and strategies for managing these risks are:

- Promoting the positive impact of the Law Centre services
- Producing an Annual Report and holding a high quality AGM
- Building relationships with funders and responding actively to funders
- Ensuring funding streams are varied to reduce the impact of funding loss
- Campaigning through LCN
- Demonstrating the effectiveness of joint working and avoidance of duplicate advice services
- Ensuring that "legal advice" is part of key strategies

d. Reserves policy

The Trustees have set a policy to maintain reserves at the minimum requirements if the Law Centre was to cease operations. These reserves would cover redundancy costs, salaries levels to satisfy notice periods and lease notices on rent and equipment. At current levels this equates to £163,087. Of this requirement £62,330 has already been set aside in a designated redundancy fund. Therefore, the required level of free reserves is £100,757.

As at 31 March 2017 free reserves are £48,467 which are below the target level. The Trustees have set a financial strategy to 2020 which outlines the financial risks and actions being taken to become sustainable in order to build up free reserves to the required level.

At present, the Trustees assess the charity as a going concern and therefore do not envisage reserves to cease operations would need to be called upon in the near future.

e. Principal funding

During the year, the principal funding sources for the charity are by way of grant income from Derbyshire County Council, Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council. In addition, contract income comes from the Legal Aid Agency. Project funding has been awarded from the Big Lottery, Chesterfield Borough Council, Bolsover District Council, N E Derbyshire District Council, AB Charitable Trust, Amber Valley Borough Council, Access to Justice, the European Union, Money Advice Service via contracts with Community Advice and Law Service. Finally a small amount of funding comes by way of donations, and other fundraising.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Structure, governance and management

a. Constitution

The organisation is a charitable company limited by guarantee, incorporated on 15th December 1989 and registered as a charity on 10th January 1990. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The Law Centre reviewed and revised its Articles of Association to reflect current legislation and to more fully reflect the direction of the Law Centre. This was approved at the Annual General Meeting on 18.11.15. The Management Committee also updated their Personnel and Finance Sub Committees terms of reference.

The change of name from Chesterfield Law Centre to Derbyshire Law Centre was approved by Special Resolution on 13th November 2013 and has subsequently been approved by both the Charity Commission and Companies House.

b. Method of appointment or election of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the Trustees (who form the Management Committee) are elected to serve for a period of 1 year after which they must be re elected at the next Annual General Meeting. Currently there are 19 members, with 9 elected at the annual general meeting, 4 elected at the December committee meeting, 6 nominated as representatives by funders and during the year, 2 representatives left and one joined the Committee. One of the current members has not served previously on the committee. We currently have 1 vacancy on the Committee. There is a full list of Trustees on page 1 of the Trustees' report.

The Trustees seek to ensure that the diversity of membership of the management committee reflects the diversity of the local communities and any imbalance is addressed by way of co options. The Trustees seek to maintain a broad skill mix. Currently personnel, finance, communication and community liaison skills are well represented.

c. Policies adopted for the induction and training of Trustees

Existing trustees are already familiar with the practical work of the charity, having visited the office and/or spoken to staff.

Additionally, new and existing trustees are invited to meet with one of the Centre co ordinators, Teresa Waldron or Sharon Challands. At this meeting, the Co-ordinator works through an induction pack with the trustee covering;

- The rights and responsibilities of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

All Management Committee members are also included in strategic events with staff as a way of developing the Law Centre's business strategy.

The Management Committee, at least annually, reviews the 3 year financial strategy and 3 year business plan document.

d. Pay policy for senior staff

The charity's definition of senior management is staff on the Workers Group and the Trustees on the Management Committee. All Trustees give their time voluntarily and receive no remuneration or other benefits with the exception of out of pocket expenses incurred in the undertaking of their duties as Trustees and as agreed by the Committee. The Workers Group currently consists of 10 members of staff. Their salaries are reviewed annually by the Trustees and is set by reference to "Payscale and Allowances" published by the National Joint Council for Local Government Services.

e. Organisational structure and decision making

The Management Committee meets approximately every two months and is responsible for the strategic direction and policy of the charity. The Management Committee has a Chair, Vice Chair, Secretary (also the Company Secretary) and Treasurer. All officer positions are filled.

The Management Committee has two sub-committees; Personnel Sub Committee and Finance Sub Committee. Each sub-committee consists of at least four Management Committee members, with normally two staff in attendance, and meet on a quarterly basis. The Management Committee devolves the responsibility for the operational running of the charity to a staff management collective, known as Workers Group.

Workers Group is currently made up of solicitors (3), legal executives (1), caseworkers and project workers (3), and coordinators (3) and has responsibility for smooth running of the services, the day to day operational management of the Centre, individual supervision of the staff team and also ensuring that the team continues to develop skills and working practices in line with best practice. Two additional project workers help fulfil contract targets. Four admin workers and 2 paralegals provide administrative support to all Workers Group staff.

f. Related party relationships

The Law Centre is a member of the Law Centres Network (LCN). The LCN is a Company Limited by Guarantee and registered in England. Established in 1978, the LCN acts as a co-ordinating body and the voice for Law Centres. It has a catchment area covering England, Wales and Northern Ireland.

The LCN staff team provide an initial point of contact for those seeking information about the work of Law Centres, both within the movement, outside agencies and to the general public. The LCN also encourages the setting up of Steering Committees to establish new Law Centres by providing practical development support and advice.

Law Centres provide free legal advice and representation to the poorest and most disadvantaged members of society. They mainly practice in what is loosely termed Social Welfare Law. There are at present 45 Law Centres nationally.

The LCN also supports and develops special projects. Currently these include legal services for young people, promoting equality and human rights and tackling discrimination.

Derbyshire Law Centre has representatives on the Board of Trustees at Citizens Advice Chesterfield, Citizens Advice Derbyshire Districts, Links CVS and Community Voluntary Partners.

g. Risk management

The "Office Manual" sets out all the policies and procedures in relation to Risk Management. This is kept constantly under review. The Management Committee has taken steps to mitigate risks identified in its Risk Assessment document which is reviewed on an annual basis.

Our solicitors are members of the Law Society of England and Wales. Legal Executives are members of the Chartered Institute of Legal Executives (CILEX). Solicitors and Legal Executives are subject to the regulatory requirements of the Solicitors Regulatory Authority and CILEX respectively, including responsibility for the supervision of non qualified staff. The Finance Coordinator is a member of the Association of Accounting Technicians. The Law Centre is also registered with Financial Conduct Authority.

Plans for future periods

a. Future developments

Our priority is to maintain our core specialist legal advice services (in housing, debt, community care, employment and immigration) to the most vulnerable communities in Derbyshire. Local Authority core funding is absolutely key to maintaining this.

We are delighted that our Local Authority funders recognise the importance of the work that we do and that they have maintained the same levels of grants as in 16/17.

The new European Union funding will allow the Law Centre to bid in the new Building Better Opportunities and Opportunity and Change projects.

Our volunteers will continue to play key roles in our services as Assessors. They will continue to signpost and refer internally and externally. We shall be looking to recruit additional volunteers during the year and, hopefully, obtain new funding to make their experience with the Law Centre more fulfilling and rewarding with the chance of taking part in additional training.

We shall continue to review our Funding Strategy to take advantage of all funding opportunities that are appropriate based on our Business Plan. Work will take place to further raise awareness of our services to individuals and organisations in the Derbyshire area.

New funding from the Access to Justice Foundation will allow the Law Centre to increase employment staff resources to offer advice and support to individuals who are looking to take an employment claim to tribunal.

The Law Centre has already been successful in obtaining funding, through the Justice First Foundation, for a trainee solicitor. This will start in January 2018, supervised by our senior solicitor.

We shall continue to offer work placements for university law students.

North East Derbyshire District Council has also confirmed funding for a paralegal to support our Housing caseworkers to apply for Discretionary Housing Payments.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2017

We shall continue to work hard to maintain our branch offices and outreach services. Best Value shall be applied and services assessed to consider the future viability of all offices. Our thanks to VHS Fletchers Solicitors, Ripley CVS, Citizens Advice Derbyshire Districts and Derbyshire County Council for allowing us to have offices in their premises.

Having had our Service Quality Mark renewed for a further 3 years in 2016, we shall continue to hold Legal Aid Agency contracts in Housing and Community Care.

Our charged service will continue to be developed, looking at other areas of social welfare law that may be suitable for this type of service, where funding is not otherwise available.

We shall continue to work with other advice agencies in Derbyshire to avoid duplication, maintain excellent working relationships and work on joint funding proposals.

We will continue our work as Board Members on Links CVS, Community Voluntary Partners, Citizens Advice Chesterfield and Citizens Advice Derbyshire Districts and once again become a Board Member on Derbyshire Unemployed Workers Centre, again ensuring the longevity of these valued organisations and advice services generally.

Finally, we will continue to work closely with our Local Authority funders, ensuring that through their funding we contribute to their priorities and plans for local services and add value to their communities.

Trustees' responsibilities statement

The Trustees (who are also directors of Derbyshire Law Centre for the purposes of company law) are responsible for preparing the Trustees' 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they 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 these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK 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 in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2017

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This report was approved by the Trustees on 20/7/17 and signed on their behalf by:



Mr M Gordon, Chair

DERBYSHIRE LAW CENTRE LIMITED

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DERBYSHIRE LAW CENTRE LIMITED

We have audited the financial statements of Derbyshire Law Centre Limited for the year ended 31 March 2017 set out on pages 18 to 32. 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) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 opinion we have formed.

Respective responsibilities of Trustees and auditor

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charity for the purposes of company law) 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

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 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 based on the work undertaken in the course of the audit:

- 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; and
- the Trustees Annual Report has been prepared in accordance with applicable legal requirements.

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DERBYSHIRE LAW CENTRE LIMITED

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustee's Report.

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 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 take advantage of the small companies' exemption from the requirement to prepare a Strategic report.



Jane Marshall (Senior statutory auditor)

for and on behalf of

BHP, Chartered Accountants

Statutory Auditors

57-59 Saltergate
Chesterfield
S40 1UL

Date: 24 July 2017

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017

	Note	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Income from:					
Donations and legacies	2	168,986	136,946	305,932	313,476
Charitable activities	3	129,380	62,930	192,310	159,324
Investments	4	50	-	50	148
Other income	5	4,072	-	4,072	4,272
Total income		302,488	199,876	502,364	477,220
Expenditure on:					
Raising funds	6	1,117	1,304	2,421	8,836
Charitable activities	7	288,626	193,654	482,280	472,699
Total expenditure		289,743	194,958	484,701	481,535
Net income / (expenditure) before transfers		12,745	4,918	17,663	(4,315)
Transfers between funds	15	(1,991)	1,991	-	-
Net income / (expenditure) before other recognised gains and losses		10,754	6,909	17,663	(4,315)
Net movement in funds		10,754	6,909	17,663	(4,315)
Reconciliation of funds:					
Total funds brought forward		119,146	3,099	122,245	126,560
Total funds carried forward		129,900	10,008	139,908	122,245

All activities relate to continuing operations.

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 02453081

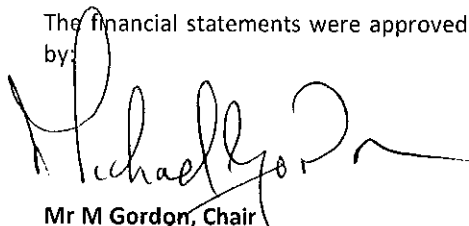
BALANCE SHEET
AS AT 31 MARCH 2017

	Note	£	2017 £	£	2016 £
Fixed assets					
Tangible assets	9		952		2,377
Current assets					
Debtors	10	76,865		58,545	
Cash at bank and in hand		152,211		129,453	
			<u>229,076</u>	<u>187,998</u>	
Creditors: amounts falling due within one year	11	(90,120)		(68,130)	
Net current assets			<u>138,956</u>		119,868
Net assets			<u>139,908</u>		122,245
Charity Funds					
Restricted funds	15		10,008		3,099
Unrestricted funds	15		129,900		119,146
Total funds			<u>139,908</u>		122,245

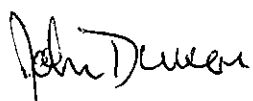
The financial statements were approved by the Trustees on
 by:

20/7/17

and signed on their behalf,



Mr M Gordon, Chair



Mr J Duncan, Treasurer

The notes on pages 20 to 32 form part of these financial statements.

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006

Derbyshire Law Centre Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are prepared in £ sterling which is the functional currency of the company.

1.2 Company status

The charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income is allocated to the appropriate fund.

1.4 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

1. Accounting Policies (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

All resources expended are inclusive of irrecoverable VAT.

1.6 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures and fittings	-	20% straight line
Computer equipment	-	33% straight line

Assets purchased with project funds are not to be subject to depreciation and are to be written off in the year of purchase.

1.7 Pensions

The pension costs charged in the financial statements represent the contributions payable by the company during the year.

1.8 Operating leases

Rentals under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

1.9 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1. Accounting Policies (continued)

1.11 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation.

1.13 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.14 Employee benefits

When employees have rendered service to the charity, short term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

2. Donations and legacies

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Donations	712	-	712	763
Chesterfield Borough Council	41,697	12,000	53,697	59,030
Derbyshire County Council	90,124	-	90,124	90,124
N E Derbyshire District Council	18,453	12,000	30,453	30,453
Bolsover District Council	18,000	12,000	30,000	30,000
Amber Valley Borough Council	-	12,000	12,000	6,000
Access to Justice Pro Bono Project	-	5,625	5,625	1,875
Living Rights Project	-	3,455	3,455	2,994
Police & Crime Commissioner	-	717	717	24,813
Comic Relief Pennies and Pounds Project	-	-	-	10,042
Derbyshire Dales District Council	-	-	-	10,000
Big Lottery Transition Fund (N Derbyshire)	-	-	-	19,482
Heritage Lottery Home for Good	-	-	-	27,900
Bigger Lottery Fund - Building Better Opportunities	-	45,481	45,481	-
Big Lottery Fund - Help Through Crisis	-	24,668	24,668	-
Grassland Hasmoor Big Local Project	-	1,500	1,500	-
AB Charitable Trust	-	7,500	7,500	-
Total	168,986	136,946	305,932	313,476

In 2016, of the total income from donations and legacies, £183,854 was to unrestricted funds and £129,622 was to restricted funds.

3. Income from charitable activities

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
LAA: Legal help contract	42,171	-	42,171	48,431
LAA: Disbursements (Legal Help contract)	772	-	772	852
LAA: Legal representative	26,989	-	26,989	21,480
LAA: Disbursements (Legal rep)	26,484	-	26,484	2,855
LAA: County Court Duty Scheme	10,064	-	10,064	10,589
Case work fees	7,018	-	7,018	-
EMMA project	-	62,930	62,930	66,255
Charged services income	15,882	-	15,882	8,862
Total	129,380	62,930	192,310	159,324

In 2016, of the total income from charitable activities, £93,069 was to unrestricted funds and £66,255 was to restricted funds.

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

4. Investment income

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Bank interest	50	-	50	148

In 2016, of the total investment income, £148 was to unrestricted funds and £Nil was to restricted funds.

5. Other income

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Training fees	3,072	-	3,072	4,222
Subscriptions	-	-	-	50
Placement student funding	1,000	-	1,000	-
Total	4,072	-	4,072	4,272

In 2016, of the total other income, £2,400 was to unrestricted funds and £1,872 was to restricted funds.

6. Expenditure on raising funds

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Publicity and promotion	1,117	1,304	2,421	8,836

In 2016, of the total expenditure on raising funds, £2,937 was to unrestricted funds and £5,899 was to restricted funds.

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

7. Charitable activities

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Wages and salaries	184,255	137,234	321,489	316,482
National insurance	14,568	9,014	23,582	26,081
Pension cost	15,033	5,390	20,423	20,047
Redundancy costs	-	-	-	3,705
Recruitment	-	3,655	3,655	-
Practising certificates	1,052	788	1,840	1,677
Telephone	3,749	693	4,442	4,642
Affiliations, reference books and education	3,096	999	4,095	3,948
Subscriptions	1,986	419	2,405	3,286
Staff expenses	3,876	2,282	6,158	4,448
Committee expenses	1,036	46	1,082	961
Volunteer's training costs	-	-	-	30
Staff training costs	2,597	824	3,421	12,807
Volunteer's expenses	940	-	940	1,207
Training delivery	1,521	545	2,066	-
Consultancy	-	-	-	3,465
Disbursements	27,304	330	27,634	10,798
Professional indemnity	1,315	328	1,643	1,590
Rent	14,293	1,550	15,843	18,539
Insurance	1,498	307	1,805	1,731
Repairs and cleaning	1,653	640	2,293	2,002
Stationery and postage	6,954	1,556	8,510	7,989
Equipment maintenance, mobility aids, repair and replacement	13,285	3,712	16,997	17,798
Interpretation costs	577	-	577	50
Hospitality	771	606	1,377	1,872
Computer and website costs	86	2,948	3,034	725
Bank charges, interest and card facility charges	165	-	165	255
Legal and professional	1,259	-	1,259	238
Depreciation	1,425	-	1,425	1,276
Audit costs	3,380	740	4,120	5,050
Running costs contribution	(19,048)	19,048	-	-
Total	288,626	193,654	482,280	472,699

In 2016, of the total expenditure on charitable activities, £268,959 was to unrestricted funds and £203,740 was to restricted funds.

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

8. Net income/expenditure

This is stated after charging:

	2017 £	2016 £
Depreciation of tangible fixed assets: - owned by the charity	1,425	1,276
Auditor's remuneration - audit	4,120	4,000
	<u>5,545</u>	<u>5,276</u>

9. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
Cost			
At 1 April 2016 and 31 March 2017	9,660	16,038	25,698
Depreciation			
At 1 April 2016	9,660	13,661	23,321
Charge for the year	-	1,425	1,425
At 31 March 2017	9,660	15,086	24,746
Net book value			
At 31 March 2017	-	952	952
At 31 March 2016	-	2,377	2,377

10. Debtors

	2017 £	2016 £
Trade debtors	6,284	8,140
Contract and other debtors	62,431	40,815
Prepayments and accrued income	8,150	9,590
	<u>76,865</u>	<u>58,545</u>

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

11. Creditors: Amounts falling due within one year

	2017	2016
	£	£
Trade creditors	16,448	21,241
Other taxation and social security	5,244	-
Other creditors	3,804	7,357
Accruals and deferred income	64,624	39,532
	<u>90,120</u>	<u>68,130</u>
		£
<i>Deferred income</i>		
Deferred income at 1 April 2016		16,766
Resources deferred during the year		39,901
Amounts released from previous years		<u>(16,766)</u>
Deferred income at 31 March 2017		<u>39,901</u>

12. Staff costs

Staff costs were as follows:

	2017	2016
	£	£
Wages and salaries	302,441	316,482
Social security costs	23,582	26,081
Other pension costs	20,423	20,047
	<u>346,446</u>	<u>362,610</u>

The average number of persons employed by the charity during the year was as follows:

	2017	2016
	No.	No.
	14	15

No employee received remuneration amounting to more than £60,000 in either year.

The total amount of employee benefits received by key management personnel is £248,413 (2016: £269,504). The charity considers its key management personnel comprise the staff on Workers Group and the Trustees on the Management Committee.

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

13. Pension commitments

The company operates a defined contribution scheme for its employees.

The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £20,423 (2016: £20,047). £7,204 (2016: £4,335) was outstanding at the year end and included within creditors.

14. Operating lease commitments

At 31 March 2017 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2017 £	2016 £
Amounts payable:		
Within 1 year	14,958	14,958
Between 1 and 5 years	5,640	20,598
Total	<u>20,598</u>	<u>35,556</u>

15. Statement of funds

	Brought Forward £	Income £	Expenditure £	Transfers in/out £	Carried Forward £
Designated funds					
Staff contingency	56,915	-	-	5,415	62,330
Office and equipment renewals	10,665	-	-	3,991	14,656
Staff car parking	2,227	-	-	1,268	3,495
	<u>69,807</u>	<u>-</u>	<u>-</u>	<u>10,674</u>	<u>80,481</u>
General funds					
General funds	49,339	302,488	(289,743)	(12,665)	49,419
Total unrestricted funds	<u>119,146</u>	<u>302,488</u>	<u>(289,743)</u>	<u>(1,991)</u>	<u>129,900</u>

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

15. Statement of funds (continued)

Restricted funds

	Brought Forward	Income	Expenditure	Transfers in/out	Carried Forward
	£	£	£	£	£
Hate and Harassment project (PCP) Derbyshire & Nottinghamshire	-	717	(717)	-	-
Housing Law Group	101	-	-	-	101
NED Homelessness Prevention	-	36,000	(36,072)	72	-
Home for Good project	1,602	-	(1,666)	64	-
EMMA project	15	62,930	(61,562)	-	1,383
Amber Valley Independent Advice	-	12,000	(12,944)	944	-
Access to Justice Pro Bono Project	-	5,625	(5,672)	47	-
Living Rights Project	1,381	3,455	(5,700)	864	-
Money Sorted in D2N2	-	13,555	(11,978)	-	1,577
Derbyshire Bilingual Crisis Buddy Project	-	24,668	(21,134)	-	3,534
Grassland Hasmoor Big Local Project	-	1,500	(1,500)	-	-
Opportunity and Change Programme	-	31,926	(28,535)	-	3,391
Derbyshire Resettlement Advice Service	-	7,500	(7,478)	-	22
	<u>3,099</u>	<u>199,876</u>	<u>(194,958)</u>	<u>1,991</u>	<u>10,008</u>
Total of funds	<u>122,245</u>	<u>502,364</u>	<u>(484,701)</u>	<u>-</u>	<u>139,908</u>

Transfers from unrestricted funds are made to cover restricted funds in deficit and to provide for designated funds.

15. Statement of funds (continued)

Designated funds

Staff Contingency Fund

Staff redundancy costs are covered in the contingency fund. This designated fund will, for 2016/17, consist of 80% of staff redundancy costs at statutory minimum levels.

Office and Equipment Renewals

This is a capital fund which allows for the replacement of office and capital equipment as required.

Staff Car Parking Fund

This is set aside to fund parking at work costs.

Restricted funds

Hate and Harassment Project

Aimed at providing legal advice and training on hate and harassment issues across North Eastern Derbyshire.

Derbyshire and Nottinghamshire Housing Law Group

Subscription based group. Legal practitioners from the Derbyshire and Nottinghamshire areas meet to exchange information on Housing. Formal housing training has also been undertaken by the group.

North Eastern Derbyshire Homelessness Prevention:

Funded jointly by Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council, this project allows DLC to assist clients that are facing mortgage repossession.

Home for Good Project

Supported by the National Lottery through the Heritage Lottery Fund, exploring the history and heritage of social housing through oral history, photographs, written accounts, documents and objects contributed by local people

East Midlands Money Advice Project

The Law Centre is a partner of this regional project, funded by the Money Advice Service, through East Midlands Money Advice. Our project allows us to employ an additional specialist debt caseworker who delivers a quality assured debt service to people who are struggling to maintain essential payments for their home (rent or mortgage) because of other debts.

Amber Valley Independent Advice

This work is funded by Amber Valley Borough Council and is for housing work that is out of scope in Ripley.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

15. Statement of funds (continued)

Access to Justice Pro Bono Project

To support the Law Centre to continue to provide free legal services to residents on low and unstable incomes across Derbyshire. This has required more partnership work and contact has been made with Derby University and Nottingham Law School, as well as private practice solicitors to look at ways of bringing in additional casework resources for our organisation

Living Rights Project

The Living Rights Project is a European Funded project, led by the Law Centres Network and DLC is funded to provide information and raise awareness for EU citizens in the UK including immigration, housing and employment rights.

Money Sorted in D2N2

This programme is part of the national Building Better Opportunities programme funded by the Big Lottery and the European Union through its European Social Fund. Money Sorted in D2N2 is a financial inclusion project helping people with money management and improving people's financial well-being across the D2N2 area. The partnership project is led by Advice Nottingham and through the employment of a Personal Navigator, the Law Centre provides support and personally tailored interventions for people experiencing the greatest financial difficulty. This then enables individuals to take control, build their confidence and skills and help them tackle barriers in order to improve their financial well-being.

Derbyshire Bilingual Crisis Buddy Project

Funded by the Big Lottery's Help Through Crisis programme, the Law Centre is a partner in this project which is led by Direct Help and Advice. The project, a joint city and shire project, is designed to work with people whose first language is not English who are in crisis. The Law Centre is responsible for training and supervising "buddies" who will work with individuals/families to address the crisis as well as identifying and assisting in any areas of law that we specialise in.

Grassland Hasmoor Big Local Project

Funded by the Big Lottery, this partnership project, led by Links CVS enabled the Law Centre to provide a "drop-in" assessment session at Hasland. This finished early in 2017.

Opportunity and Change Programme

A support programme for people with multiple and complex needs throughout Derbyshire to resolve, or work towards resolving, their complex needs through 4 parallel activities: Access and Engagement; Stability Planning; Change Planning and Employment Pathway and Work Outcomes. The programme is part of the national Building Better Opportunities programme funded by the Big Lottery Fund and the European Union through its European Social Fund. The project has seen the Law Centre employ 3 members of staff to work on two aspects of the project, concentrating on worker under the Care Act legislation and on preventing homelessness and related issues in order to become work ready.

Derbyshire Resettlement Advice Service

Funded by AB Charitable Trust, this project is designed to contribute towards the expansion of our immigration service, this project has, alongside the Living Rights Project, increased the number of immigration enquiries.

DERBYSHIRE LAW CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

Summary of funds

	Brought Forward £	Income £	Expenditure £	Transfers in/out £	Carried Forward £
Designated funds	69,807	-	-	10,674	80,481
General funds	49,339	302,488	(289,743)	(12,665)	49,419
	<u>119,146</u>	<u>302,488</u>	<u>(289,743)</u>	<u>(1,991)</u>	<u>129,900</u>
Restricted funds	3,099	199,876	(194,958)	1,991	10,008
	<u>122,245</u>	<u>502,364</u>	<u>(484,701)</u>	<u>-</u>	<u>139,908</u>

16. Analysis of net assets between funds

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Tangible fixed assets	952	-	952	2,377
Current assets	219,068	10,008	229,076	187,998
Creditors due within one year	(90,120)	-	(90,120)	(68,130)
	<u>129,900</u>	<u>10,008</u>	<u>139,908</u>	<u>122,245</u>

17. Related party transactions

Committee members receive no remuneration for their services. Their travelling and other expenses are reimbursed in respect of expenses incurred on the company's business. In the year ended 31 March 2017 these totalled £131 (2016: £961).

During the year no committee members made donations to the charity (2016: Nil).