

PUBLIC LAW PROJECT

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1996

**Company Number: 2368562
(England and Wales)**



PUBLIC LAW PROJECT

Company Information

Management Committee

Lee Bridges
Melvin Coleman
Richard de Friend
Tess Gill
Dr Clive Grace
Stephen Grosz
Hilary Kitchin
Patrick Lefevre
Kate Markus
Dave Perry
Genevra Richardson
Jane Winter

Chair

Kate Markus

Treasurer

Melvin Coleman

Secretary

Dave Perry

Company Number

2368562

Charity Number

1003342

Registered Office

Institute of Advanced Legal Studies
Charles Clore House
17 Russell Square
London WC1B 5DR

Auditors

John Ellis & Company
Chartered Accountants
240 High Holborn
London WC1V 7DN

Bankers

The Royal Bank of Scotland plc
7 Burlington Gardens
London W1A 3DD

PUBLIC LAW PROJECT

Contents

	Page
Annual Report	1 - 3
Auditors' Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 - 11

The following pages do not form part of the statutory accounts:

Income and Expenditure account and summaries	12 - 14
--	---------

PUBLIC LAW PROJECT

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 1996

The Management Committee present their annual report and the financial statements for the year ended 31 March 1996.

Principal activities and review

Objects

The Public Law Project is a national charity whose objects, as defined by the Memorandum of Association are;

To secure access to and the benefit and protection of, public law and good administrative practice for those in need of it but for whom by reason of poverty, discrimination, social, economic or other disadvantage, it is not readily available or accessible.

To promote, carry out and commission research into the principles and practice of public law and administration, and to publish the results.

To make the principles and practice of public law and administration known and accessible.

Within this broad remit the Public Law Project has adopted three main objectives:-

- 1) increasing the accountability of public decision-makers;
- 2) enhancing the quality of public decision-making;
- 3) improving access to justice.

To fulfil these objectives the charity undertakes a programme of work in research, policy, casework, legal advice, legal education, publications and outreach activities. The work includes convening representatives from other organisations, academics and practitioners for conferences, seminars, lectures and other joint initiatives.

Activities

We have identified the health service and ombudsman systems as new areas for policy and research and have begun work in these areas.

This year legal advice and casework have concentrated on issues such as community care for the elderly and disabled, special education needs and the rights of the traveller community.

In response to the legal aid debate we have convened the Public Interest Law Group comprised of organisations involved in public interest law to discuss proposed reforms in the legal aid and civil justice systems.

Educational activities during the year included a two day training course on judicial review practice and procedure which was attended by practitioners from law centres and private practice.

We were honoured to have The Rt Hon Sir Richard Scott, The Vice Chancellor of the Supreme Court, as the speaker at our annual lecture. He addressed an audience of over 200 including lawyers, academics, students and journalists on the subject of the acceptable and unacceptable use of public interest immunity certificates.

This year also saw the publication of *The Applicant's Guide to Judicial Review*, our practitioner's guide to judicial review, published by Sweet and Maxwell, which has sold 300 copies and, *A Matter of Public Interest*, the report of the JUSTICE/Public Law Project working party on intervention in public interest cases.

PUBLIC LAW PROJECT

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 1996

Financial review

The charity had net incoming resources on unrestricted funds, a surplus, of £11,448 for the year. Together with the accumulated surplus brought forward from previous years, the charity now has an accumulated surplus on unrestricted funds of £12,253 (1995, surplus of £805). Restricted funds carried forward at 31 March 1996 amounted to £4,150 (1995, £NIL). This is sufficient for the activities for which the funds were provided.

In November 1995 the National Lottery Charities Board awarded The Public Law Project a grant of £122,600 over three years to support core administrative costs and the purchase of certain capital items.

Since the end of the financial year the Public Law Project has secured further grants of £66,308 from the Joseph Rowntree Charitable Trust over the next three years to support our policy and research programme and £203,508 from the National Lottery Charities Board to fund a major research project on the NHS complaints system and access to information in the NHS.

Company status

The project is a non-profit making company, limited by guarantee and, registered at Companies House under the number 2368562. The company is registered with the Charity Commissioners under the number 1003342.

Management Committee

The Members of the Management Committee perform the role of directors in company law, and are the trustees in charity law. Those who served during the year, except where indicated, were :

Lee Bridges
Melvin Coleman (Treasurer)
Richard de Friend
Tess Gill
Dr Clive Grace
Stephen Grosz
Hilary Kitchen

Patrick Lefevre
Kate Markus (Chair)
Dave Perry (Secretary)
Genevra Richardson
John Wadham (resigned 19/01/96)
Jane Winter

Statement of the Management Committee's responsibilities

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the Management Committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

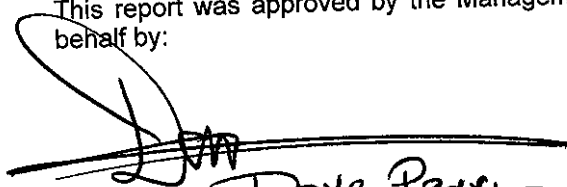
PUBLIC LAW PROJECT

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 1996

Auditors

The auditors, John Ellis & Company, are willing to continue in office and will be proposed for reappointment in accordance with section 385 of the Companies Act 1985.

This report was approved by the Management Committee on 28/1/97 and signed on its behalf by:


Dave Perry
Director & Company Secretary

AUDITORS' REPORT TO THE MEMBERS OF PUBLIC LAW PROJECT

We have audited the financial statements on pages 5 to 11 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

Respective responsibilities of the Management Committee and auditors

As described on page 2 the company's Management Committee is responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

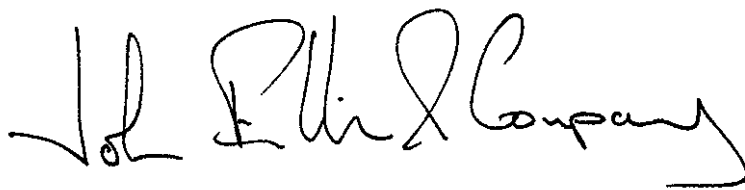
Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Management Committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion, the financial statements give a true and fair view of the state of the company's affairs as at 31 March 1996 and of its incoming resources and application of resources, including income and expenditure, for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.



John Ellis & Company

Chartered Accountants
and Registered Auditors
240 High Holborn
London WC1V 7DN

Date

29 January 1997

PUBLIC LAW PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 March 1996

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 1996 £	Total Funds 1995 £
Income and Expenditure					
Incoming Resources					
Donations and gifts		15,575	-	15,575	14,130
Grants receivable		30,000	12,945	42,945	83,433
plus: net deferred income		5,000	-	5,000	(19,288)
Investment income		2,409	-	2,409	1,373
Other income		100,467	-	100,467	50,084
Total Incoming Resources		153,451	12,945	166,396	129,732
Resources Expended					
Direct charitable expenditure	2	141,453	8,795	150,248	129,132
Management and administration of the charity	3	550	-	550	500
Total Resources Expended		142,003	8,795	150,798	129,632
Net Incoming/(Outgoing) Resources		11,448	4,150	15,598	100
Fund balances brought forward at 1 April 1995		805	-	805	705
Fund balances carried forward at 31 March 1996		£ 12,253	£ 4,150	£ 16,403	£ 805

There were no recognised gains and losses for 1996 or 1995 other than those included in the Statement of Financial Activities.

PUBLIC LAW PROJECT

BALANCE SHEET As at 31 March 1996

	Note	£	1996 £	£	1995 £
FIXED ASSETS					
Tangible fixed assets	7		11,054		1,698
CURRENT ASSETS					
Debtors	8	17,265		1,294	
Cash at bank and in hand		90,119		50,285	
		<u>107,384</u>		<u>51,579</u>	
CREDITORS: amounts falling due within one year	9	<u>(64,986)</u>		<u>(10,423)</u>	
NET CURRENT ASSETS			<u>42,398</u>		<u>41,156</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>53,452</u>		<u>42,854</u>
ACCRUALS AND DEFERRED INCOME			<u>(37,049)</u>		<u>(42,049)</u>
NET ASSETS			<u>£ 16,403</u>		<u>£ 805</u>
FUNDS					
Restricted funds	10		4,150		-
Unrestricted funds:					
Designated funds	11	10,000		-	
Other charitable funds		2,253		805	
		<u>12,253</u>		<u>805</u>	
	12		<u>£ 16,403</u>		<u>£ 805</u>

The financial statements were approved by the Management Committee on 28 January 1997 and signed on its behalf by:

K. M. M. M.
K. M. M. M.
28.1.97

S. M. Coleman
S. M. Coleman
28/1/97

The notes on pages 7 to 11 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 1996

1. ACCOUNTING POLICIES

A summary of the principal accounting policies, all of which have been applied consistently throughout the year and with the preceeding year, is set out below.

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with Statement of Recommended Practice "Accounting by Charities" and with applicable accounting standards. The financial statements include the results of the company's operations which are described in the Annual Report and all of which are continuing.

The company has taken advantage of the exemption in Financial Reporting Standard No.1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

1.2 Turnover

Total incoming resources as shown in the Statement of Financial Activities is the turnover of the charity. It represents the value of fees, grants and donations receivable in the ordinary course of activities. It includes the total amount of capital grants receivable in the year.

Voluntary income received by way of donations and gifts to the charity is included in full in the Statement of Financial Activities when received. Intangible income is not included unless it represents goods or services which would otherwise have been purchased. Gifts in kind are valued and brought in as income together with the appropriate expenditure.

Fees and disbursements receivable from the Legal Aid Board are accounted for in the year of receipt.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. 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:

Office equipment	-	33%	Straight line
------------------	---	-----	---------------

1.4 Restricted funds

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets this criteria is identified to the fund, together with a fair allocation of overheads and support costs.

1.5 Unrestricted funds

Unrestricted funds are donations and other incoming resources received or generated for the charities purposes.

1.6 Staff costs and overheads

Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.

PUBLIC LAW PROJECT

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 1996

1.7 Deferred grants

Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation on fixed assets purchased with such grants is charged against the restricted fund over the expected useful life of the asset.

Grants of a revenue nature are credited to incoming resources in the period in which they are receivable. Grants received in advance for specified future periods are carried forward as deferred income.

2. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total Funds 1996	Total Funds 1995
	£	£	£	£
Staff costs	84,423	3,424	87,847	72,513
Casework costs	12,756	-	12,756	12,110
Seminars, meetings and reports	3,019	-	3,019	11,371
Professional indemnity insurance	1,053	-	1,053	-
Premises and support costs	40,202	5,371	45,573	33,138
	<u>£ 141,453</u>	<u>£ 8,795</u>	<u>£ 150,248</u>	<u>£ 129,132</u>

3. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	Unrestricted Funds	Restricted Funds	Total Funds 1996	Total Funds 1995
	£	£	£	£
Auditors' remuneration	550	-	550	500
	<u>£ 550</u>	<u>£ -</u>	<u>£ 550</u>	<u>£ 500</u>

4. GRANTS

The charity received financial assistance from funders as follows:

£30,000 was received as a contribution from the Joseph Rowntree Charitable Trust towards salaries and associated running costs.

£12,945 was received from the National Lottery Charities Board as a contribution towards computer equipment, salaries and running costs.

5. NET INCOMING/(OUTGOING) RESOURCES

Net incoming/(outgoing) resources is stated after charging:

	1996 £	1995 £
Depreciation of tangible fixed assets		
- owned by the company	5,952	850
Auditors' remuneration	550	500
	<u>6,502</u>	<u>1,350</u>

No member of the management committee received any emoluments (1995 - £Nil)

PUBLIC LAW PROJECT

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 1996

6. STAFF COSTS

Staff costs were as follows:

	1996 £	1995 £
Wages and salaries	71,871	60,247
Social security costs	7,187	5,646
Other pension costs	5,762	4,881
	<u>£ 84,820</u>	<u>£ 70,774</u>

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

	1996	1995
Service	2	1
Administration	<u>1</u>	<u>1</u>

7. TANGIBLE ASSETS

	Office Equipment £	Total £
Cost		
At 1 April 1995	9,021	9,021
Additions	15,308	15,308
Disposals	(1,140)	(1,140)
	<u>23,189</u>	<u>23,189</u>
At 31 March 1996		
Depreciation		
At 1 April 1995	7,323	7,323
Charge for year	5,952	5,952
On disposals	(1,140)	(1,140)
	<u>12,135</u>	<u>12,135</u>
At 31 March 1996		
Net Book Value		
At 31 March 1996	<u>£ 11,054</u>	<u>£ 11,054</u>
At 31 March 1995	<u>£ 1,698</u>	<u>£ 1,698</u>

PUBLIC LAW PROJECT

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 1996

8. DEBTORS

	1996 £	1995 £
Due within one year	4,320	1,136
Other debtors	-	158
Prepayments and accrued income	12,945	-
Grants in arrears	-	-
	<u>£ 17,265</u>	<u>£ 1,294</u>

9. CREDITORS:

Amounts falling due within one year

	1996 £	1995 £
Social security and other taxes	3,488	2,675
Other creditors	51,150	374
Accruals and deferred income	10,348	7,374
	<u>£ 64,986</u>	<u>£ 10,423</u>

10. RESTRICTED FUNDS

The funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trusts to be applied for specific purposes:

	Balance 1 April 1995 £	Movement in Incoming £	Resources Outgoing £	Balance 31 March 1996 £
National Lottery Charities Board	-	12,945	(8,795)	4,150
	<u>£ -</u>	<u>£ 12,945</u>	<u>£ (8,795)</u>	<u>£ 4,150</u>

PUBLIC LAW PROJECT

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 1996

11. DESIGNATED FUNDS

The funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the Management Committee for specific purposes:

	Balance 1 April 1995 £	Movement in Resources Incoming £	Outgoing £	Balance 31 March 1996 £
Research fund	-	10,000	-	10,000
	<u>£ -</u>	<u>£ 10,000</u>	<u>£ -</u>	<u>£ 10,000</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 1996 £
Fund balances at 31 March 1996 are represented by			
Tangible fixed assets	6,904	4,150	11,054
Current assets	107,384	-	107,384
Current liabilities	(64,986)	-	(64,986)
Accruals and deferred income	(37,049)	-	(37,049)
	<u>£ 12,253</u>	<u>£ 4,150</u>	<u>£ 16,403</u>

RESTRICTED FUNDS

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
National Lottery Charities Board	-	4,150	-	4,150
	<u>£ -</u>	<u>£ 4,150</u>	<u>£ -</u>	<u>£ 4,150</u>

13. CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES

At the end of the period there were no capital commitments, contingent liabilities or other financial commitments for which full provision has not been made in these financial statements (1995 £Nil).