
PUBLIC LAW PROJECT

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2004**

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



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PUBLIC LAW PROJECT

Company Information

Management Committee

Kate Markus
Richard de Friend
Sue Pitt
Richard Stein
Maurice Sunkin
Parul Desai (joined April 2003)
Peter Greig (joined Mar 2003)

Chair

Kate Markus

Treasurer

Peter Greig

Secretary

Pamela Powell

Company Number

2368562

Charity Number

1003342

Registered Office

266-268 Holloway Road
London N7 6NE

Auditors

PKF
Accountants & Business Advisors
Farringdon Place
20 Farringdon Road
London
EC1M 3AP

Bankers

Unity Trust Bank Plc
Nine Brindleyplace
4 Oozells Square
Birmingham
B1 2HE

PUBLIC LAW PROJECT

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PUBLIC LAW PROJECT

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2004

The Management Committee present their annual report and the financial statements for the year ended 31 March 2004.

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 fulfill these objectives the charity continues its 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

Our legal advice and casework continue to cover a variety of areas, including residential care for elderly people, the right of access to the courts for the poor, health services and Community Care.

Our contract with the Legal Services Commission continues on a more permanent basis as the Alternative Methods of Service Delivery Pilot ended. We continue to work with Liberty on Public Law and Human Rights. PLP has a general civil contract with the Legal Services Commission, which allows us to undertake certificated work.

PLP completed the research on the evaluation of the impact of the Human Rights Act (1998) on judicial review with a published report and a conference. This project was supported by an award from the Nuffield Foundation.

We continue to develop new areas of work in collaboration with new partners. For example, we are addressing the issue of work-related death and injury with the Centre for Corporate Accountability and some of our training courses are being hosted by Herbert Smith, through links forged with Andrew Lidbetter, their public law solicitor.

The management Committee thanks all its funders for their generous support which has enabled us to carry out our work and thanks the staff for their commitment to the project.

PUBLIC LAW PROJECT

ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2004

Financial review

The charity had net incoming resources on unrestricted funds, a surplus, of £10,735 for the year. Together with the accumulated deficit brought forward from previous years and the fund transfers, the charity now has an accumulated surplus on unrestricted funds of £20,688, (2003: deficit of £6,984). Restricted funds carried forward at 31 March 2004 amounted to £1,500, (2003, £40,776). This is sufficient for the activities for which the funds were provided.

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:

Richard de Friend
Richard Stein
Parul Desai (joined April 2003)

Peter Greig (Treasurer) (joined Mar 2003)
Kate Markus (Chair)
Maurice Sunkin
Sue Pitt

Statement of the Management Committee's responsibilities

Company law requires the Management Committee to prepare financial statements for each financial year that 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.

Risk management

The directors have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems are in place to mitigate our exposure to them. However the directors are aware that the loss of a major funder or contract could lead to closure or a severe curtailment of the company's operations. To mitigate against this happening the company endeavours to provide the highest possible level of service to both its clients and the funders and is constantly seeking to generate additional income.

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ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2004

Reserves policy

The directors' policy is to carry sufficient reserves to cover the day-to-day fluctuations in income and expenditure but, having considered the position, do not believe it is feasible to accumulate sufficient reserves to cover the loss of a major funder.

Events since the end of the year

In the opinion of the directors no event since the balance sheet date significantly affects the company's financial position.

This report was approved by the Management Committee on 26 Oct 04 and signed on its behalf by:



Pamela Powell
Secretary

PUBLIC LAW PROJECT

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF THE PUBLIC LAW PROJECT

We have audited the financial statements of The Public Law Project for the year ended 31 March 2004 which comprise the Statement of Financial Activities, the Balance Sheets and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Management Committee and auditors

The responsibilities of the Management Committee, whose members are also the directors of the company for the purposes of company law and trustees for the purpose of charity law, for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Responsibilities of the Management Committee.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Management Committee's Report is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding remuneration of the Management Committee and transactions with the charitable company is not disclosed.

We read the Management Committee's Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom 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 judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's and group'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 affairs of the charitable company as at 31 March 2004 and the incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

PKF

Registered Auditors

London, UK

25 JANUARY 2005

PUBLIC LAW PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 March 2004

| | | Restricted £ | Unrestricted £ | 2004 Total £ | 2003 Total £ |
|--|------|-----------------|-------------------|--------------------|--------------------|
| | Note | | | | |
| Incoming Resources | | | | | |
| Donations, legacies and similar | 2 | 5,800 | 1,196 | 6,996 | 5,095 |
| <i>Activities in furtherance of the charity's objects:</i> | 3, 4 | | | | |
| Casework and legal advice | | - | 169,171 | 169,171 | 123,124 |
| Education, Information and Training | | 500 | 27,413 | 27,913 | 33,824 |
| Research Projects | | - | - | - | 48,510 |
| <i>Other Incoming resources</i> | | | | | |
| Interest received | | | 1,265 | 1,265 | 1,694 |
| Total Incoming Resources | | 6,300 | 199,045 | 205,345 | 212,247 |
| Resources Expended | | | | | |
| <i>Cost of generating funds:</i> | | | | | |
| Fundraising and publicity | | | 3 | 3 | 4,891 |
| <i>Direct charitable expenditure</i> | | | | | |
| Case Work | | - | 122,449 | 122,449 | 144,476 |
| Education, Information and Training | | | 16,730 | 16,730 | 51,139 |
| Research Projects | | 23,000 | | 23,000 | 47,787 |
| NHS Project | | - | - | - | 118 |
| Support costs | | 12,623 | 38,342 | 50,965 | 40,791 |
| Management and Administration | | | 10,786 | 10,786 | 6,036 |
| Total Resources Expended | 5 | 35,623 | 188,310 | 223,933 | 295,238 |
| Net Incoming/(Outgoing) Resources Before Transfers | 6 | (29,323) | 10,735 | (18,588) | (82,991) |
| Transfers between funds | | (9,953) | 9,953 | - | - |
| Net Movement in Funds | | (39,276) | 20,688 | (18,588) | (82,991) |
| Funds at 1 April 2003 | | 40,776 | (6,984) | 33,792 | 116,783 |
| Funds at 31 March 2004 | | 1,500 | 13,704 | 15,204 | 33,792 |

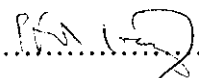
All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 12 to the financial statements.

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BALANCE SHEET
As at 31 March 2004

| | Note | 2004 £ | 2003 £ |
|---|------|-----------------|-----------------|
| Tangible Fixed Assets | 9 | 9,930 | 4,669 |
| Current Assets | | | |
| Work in Progress | | 26,520 | 22,715 |
| Debtors and Prepayments | 10 | 17,163 | 48,592 |
| Cash at Bank and in Hand | | 8,903 | 6,809 |
| | | <u>52,586</u> | <u>78,116</u> |
| Creditors: amounts falling due within one year | 11 | <u>(47,312)</u> | <u>(48,993)</u> |
| Net Current Assets | | <u>5,274</u> | <u>29,123</u> |
| Net Assets | | <u>15,204</u> | <u>33,792</u> |
| Funds | 13 | | |
| Restricted Funds | | 1,500 | 40,776 |
| Unrestricted Funds: | | | |
| General Funds | | <u>13,704</u> | <u>(6,984)</u> |
| Total Funds | | <u>15,204</u> | <u>33,792</u> |

Approved by the Management Committee
and signed on their behalf by:

..........

Date:.....1 December 2004.....

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1 ACCOUNTING POLICIES

A summary of the principal accounting policies, all of which have been applied consistently throughout the year and the preceding 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, 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 Incoming Resources

Incoming resources represent 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.

1.3 Resources Expended

The costs of generating funds and charitable expenditure comprise staff and other costs directly attributable to an activity and also an allocation of general costs. Where costs have been allocated, this has been done on the basis of staff time spent on the activities.

Management and administration costs are those incurred in connection with the management of the Charity's assets, organisational administration and compliance with constitutional and statutory requirements.

1.4 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 |
| Leasehold improvements | - | 20% | Straight line |

1.5 Work in progress

Work in progress is valued at the lower of cost and net realisable value. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

1.6 Pensions

The company contributes to the pension schemes of some of the employees. The charge to the statement of financial activities represents the amounts payable by the company in respect of the year.

1.7 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.

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1.8 Unrestricted funds

Unrestricted funds, including designated funds, are donations and other incoming resources received or generated for the charities purposes and are expendable at the Management Committee's discretion.

1.9 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 Donations, legacies and similar

| | Restricted £ | Unrestricted £ | 2004 Total £ | 2003 Total £ |
|------------------------|-----------------|-------------------|--------------------|--------------------|
| The Law Society | 5,000 | - | 5,000 | - |
| Landmark Chambers | 800 | - | 800 | - |
| Donations from the Bar | - | 1,191 | 1,191 | 4,145 |
| Other Donations | - | 5 | 5 | 950 |
| | <u>5,800</u> | <u>1,196</u> | <u>6,996</u> | <u>5,095</u> |

3 Activities in Furtherance of The Charity's Objects

| | Grants see note 4 Restricted £ | Fees & Courses Unrestricted £ | 2004 Total £ | 2003 Total £ |
|--------------------------------|---|--|--------------------|--------------------|
| Casework: | | | | |
| Legal Aid Fees | - | 19,376 | 19,376 | 7,085 |
| Other Legal Fees | - | 57,095 | 57,095 | 21,626 |
| Contracts and consultancy | - | 92,700 | 92,700 | 94,413 |
| | - | 169,171 | 169,171 | 123,124 |
| Education and Training: | | | | |
| Contracted Courses | - | 5,475 | 5,475 | 22,291 |
| Courses, conferences seminars | 500 | 21,691 | 22,191 | 10,844 |
| Publications | - | 247 | 247 | 379 |
| Articles, etc | - | - | - | 310 |
| | 500 | 27,413 | 27,913 | 33,824 |
| Research Projects | - | - | - | 48,510 |
| | <u>500</u> | <u>196,584</u> | <u>197,084</u> | <u>205,458</u> |

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4 Grants

| | Restricted £ | Unrestricted £ | 2004 Total £ | 2003 Total £ |
|---------------------|-----------------|-------------------|--------------------|--------------------|
| Nuffield Foundation | - | - | - | 48,510 |
| Landmark Chambers | 500 | | 500 | - |
| | <u>500</u> | <u>-</u> | <u>500</u> | <u>48,510</u> |

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5 Total Resources Expended

| | Publicity | Fundraising and Casework | Education Information and Training | Research Projects | Support Costs | Management and Administration | 2004 Total | 2003 Total |
|----------------------------------|-----------|--------------------------|------------------------------------|-------------------|---------------|-------------------------------|----------------|----------------|
| | £ | £ | £ | £ | £ | £ | £ | £ |
| Salaries (Note 7) | - | 90,107 | 4,686 | 13,871 | 26,955 | 3,658 | 139,277 | 224,673 |
| Other Personnel | - | 5,242 | 458 | 1,992 | 2,118 | 262 | 10,072 | 11,847 |
| Redundancy | - | - | - | - | - | 1,737 | 1,737 | - |
| Other Staff Costs | - | 649 | 7 | 156 | 14 | 4 | 830 | 4,131 |
| Volunteers | - | 817 | 49 | 88 | 242 | 28 | 1,224 | 556 |
| Premises and Equipment | - | 11,145 | 923 | 1,319 | 4,265 | 528 | 18,180 | 18,594 |
| Depreciation | - | 205 | 18 | 26 | 6,466 | 10 | 6,725 | 5,403 |
| Relocation | - | - | - | - | 8,637 | - | 8,637 | - |
| Office Overheads | 3 | 6,691 | 532 | 678 | 2,236 | 276 | 10,416 | 12,208 |
| Casework Costs | - | 577 | - | - | - | - | 577 | 4,548 |
| Professional Indemnity Insurance | - | 2,100 | - | - | - | - | 2,100 | 1,848 |
| Courses, seminars, conferences | - | - | 9,552 | 1,690 | - | - | 11,242 | 5,469 |
| Production of Publications | - | - | - | 3,170 | - | - | 3,170 | 118 |
| Bad Debts | - | - | 323 | - | - | - | 323 | - |
| Other Project Operating Costs | - | 4,517 | 182 | 10 | 32 | 4 | 4,745 | 3,524 |
| Audit | - | - | - | - | - | 4,108 | 4,108 | 1,496 |
| Bank Charges | - | 9 | - | - | - | 137 | 146 | 248 |
| Legal Fees | - | 390 | - | - | - | 15 | 405 | 391 |
| Committee Expenses | - | - | - | - | - | 19 | 19 | 184 |
| TOTAL | 3 | 122,449 | 16,730 | 23,000 | 50,965 | 10,786 | 223,933 | 295,238 |

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6 Net Incoming Resources for the Year

This is stated after charging/crediting:

| | 2004 £ | 2003 £ |
|-----------------------------------|-------------------|-------------------|
| Depreciation | 6,725 | 5,403 |
| Auditors' remuneration | | |
| --Provision for 2004 | 4,108 | 1,850 |
| --Over provision in previous year | - | (354) |
| --Other Services | - | 376 |
| Trustees' Expenses | | |
| --Reimbursed expenses | - | 139 |
| --Meetings and events | 19 | 45 |
| | <u> </u> | <u> </u> |

7 Staff Costs and Numbers

Staff costs were as follows:

| | 2004 £ | 2003 £ |
|-----------------------|----------------|----------------|
| Salaries and Wages | 114,805 | 189,466 |
| Social Security Costs | 12,497 | 18,995 |
| Pension Costs | 11,975 | 16,212 |
| | <u>139,277</u> | <u>224,673</u> |

No employee earned more than £50,000 during the year.

No remuneration was paid to members of the Management Committee during the year.
(2003 £nil)

The average weekly number of employees (full-time equivalent) during the year was as follows:

| | 2004 No. | 2003 No. |
|--------------------------------|-------------|-------------|
| Casework | 2.0 | 2.9 |
| Policy, Education and Training | 0.2 | 1.0 |
| Research | 0.3 | 1.0 |
| Support Costs | 0.8 | 0.9 |
| Fundraising and Publicity | - | 0.1 |
| Management and Administration | 0.1 | 0.1 |
| | <u>3.4</u> | <u>6.0</u> |

8 Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

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9 Tangible Fixed Assets

| | Equipment & Furniture £ | Leasehold Improvements £ | Total £ |
|-----------------------|-------------------------------|--------------------------------|---------------|
| COST | | | |
| At 1 April 2003 | 24,070 | - | 24,070 |
| Additions | - | 11,986 | 11,986 |
| Disposals | (928) | - | (928) |
| At 31 March 2004 | <u>23,142</u> | <u>11,986</u> | <u>35,128</u> |
| DEPRECIATION | | | |
| At 1 April 2003 | 19,401 | - | 19,401 |
| Charge for the year | 4,328 | 2,397 | 6,725 |
| Disposals | (928) | - | (928) |
| At 31 March 2004 | <u>22,801</u> | <u>2,397</u> | <u>25,198</u> |
| NET BOOK VALUE | | | |
| At 31 March 2004 | <u>341</u> | <u>9,589</u> | <u>9,930</u> |
| At 31 March 2003 | <u>4,669</u> | <u>-</u> | <u>4,669</u> |

All tangible fixed assets are used to fulfil the charity's objects

10 Debtors

| | 2004 £ | 2003 £ |
|---------------|---------------|---------------|
| Trade debtors | 11,272 | 43,791 |
| Other debtors | 5,636 | 4,460 |
| Prepayments | 255 | 341 |
| | <u>17,163</u> | <u>48,592</u> |

11 Creditors: Amounts Falling Due Within One Year

| | 2004 £ | 2003 £ |
|------------------------------|---------------|---------------|
| Taxation and Social Security | 4,823 | 10,468 |
| Sundry Creditors | 39,434 | 34,575 |
| Accrued Expenses | 3,055 | 3,950 |
| | <u>47,312</u> | <u>48,993</u> |

12 Analysis of Net Assets Between Funds

| | Restricted Funds £ | Unrestricted Funds £ | Total Funds £ |
|-----------------------------|--------------------------|----------------------------|---------------------|
| Tangible Fixed Assets | - | 9,930 | 9,930 |
| Current Assets | 1,500 | 51,086 | 52,586 |
| Liabilities | - | (47,312) | (47,312) |
| Net Assets at 31 March 2004 | <u>1,500</u> | <u>13,704</u> | <u>15,204</u> |

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13 Movements in Funds

| | At 1 April 2003 £ | Incoming Resources £ | Outgoing Resources £ | Transfers £ | At 31 March 2004 £ |
|---------------------------------|-------------------------|----------------------------|----------------------------|----------------|--------------------------|
| Restricted Funds: | | | | | |
| Impact of Human Rights Act | 22,945 | - | (23,000) | 55 | - |
| NHS Project | 12,845 | - | - | (12,845) | - |
| Equipment Fund | 3,986 | - | (3,986) | - | - |
| Casework Software Fund | 1,000 | - | - | - | 1,000 |
| Relocation | - | 5,800 | (8,637) | 2,837 | - |
| ADR Conference | - | 500 | - | - | 500 |
| Total Restricted Funds | 40,776 | 6,300 | (35,623) | (9,953) | 1,500 |
| Unrestricted Funds: | | | | | |
| General Funds | (6,984) | 199,045 | (185,913) | (2,033) | 4,115 |
| Depreciation Fund | - | - | (2,397) | 11,986 | 9,589 |
| Total Unrestricted Funds | (6,984) | 199,045 | (188,310) | 9,953 | 13,704 |
| Total Funds | 33,792 | 205,345 | (223,933) | - | 15,204 |

Transfers between Funds

Transfers are made from revenue funds equal to the purchases of capital equipment to the depreciation fund. Depreciation of these assets is charged to the fund. The net book value of the equipment is equal to the balance in the fund.

Transfers are also made from unrestricted funds to restricted funds to cover deficits for completed projects.

During the year, a transfer of £12,845 was made from the NHS Project fund to the General fund due to a misallocation of staff costs in the prior year. Staff time spent on the project was not correctly apportioned to the reserve, resulting in the reserve balance being overstated at the start of the year. The NHS project is complete and the fund fully utilised.

Purposes of Restricted Funds

Impact of Human Rights Act on Judicial Review

The project was funded by the Nuffield Foundation to evaluate the impact of the Human Rights Act (1998) on judicial review.

Equipment Fund

The equipment fund was contributed to by various donors for the purpose of purchasing computer and office equipment to assist in the charitable activity of the organisation.

Casework Software Fund

A donation has been made towards the purchase of legal software to expedite the administration of the provision of legal services.

Relocation Fund

Donations were made towards the cost of relocating from Bloomsbury Square to new premises in Holloway Road.

ADR Conference

Donations were made towards the costs of holding the conference.

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14 Related Party transactions

During the year, a family member of the Secretary was paid £1,780 for IT consultancy. The transaction was conducted at arms length.