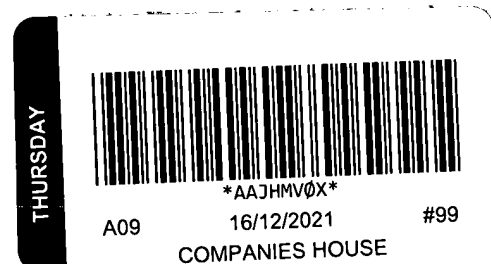


COMPANY REGISTRATION NUMBER: 02906544  
CHARITY REGISTRATION NUMBER: 1039998

**Luton Law Centre**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2021**



# **Luton Law Centre**

## **Company Limited by Guarantee**

### **Financial Statements**

**Year ended 31 March 2021**

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# **Luton Law Centre**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

#### **Year ended 31 March 2021**

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

#### **Chair's report**

The Board of Trustees, who are also the Directors for the purpose of company law and trustees for the purpose of charity law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021, which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the Companies Act 2006, the Charities Act 2011, the Memorandum and Articles of Association, and the 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 (FRS102) (effective 1 January 2015).

#### **Reference and administrative details**

<b>Registered charity name</b>	Luton Law Centre
<b>Charity registration number</b>	1039998
<b>Company registration number</b>	02906544
<b>Principal office and registered office</b>	15 New Bedford Road Luton LU1 1SA England

#### **The trustees**

Ms. K Gimenes	(Resigned 9 September 2020)
Mr A W Gray	(Resigned 26 October 2020)
Councillor S Saleem	
Mrs N A Shah	
Mr V P Shah	(Resigned 26 April 2021)
Mrs L J Shepperson-smith	(Resigned 24 November 2020)
Ms C Abu	
Ms F Carfrae	(Appointed 24 November 2020)
Mr J Lam	(Appointed 24 November 2020)

<b>Company secretary</b>	Pauline Anne Gilson
<b>Independent examiner</b>	Mr Mohammed Afzaal Bhatti FCCA 64 Alma Street Luton England LU1 2PL

# **Luton Law Centre**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

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#### **Structure, governance and management**

##### **Governing Document**

Luton Law Centre is a charitable company limited by guarantee, incorporated on 9 March 1994 and registered as a charity on 5 August 1994. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed by its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

##### **Membership**

Trustees must be members, and membership is only open to Trustees. Membership is terminated if the Member concerned ceases to be a Trustee and Membership is not transferable.

##### **Recruitment and Appointment to the Board of Trustees**

The full complement of the Trustees is 12 and there must be at least 5 Trustees. The subscribers to the Memorandum (being the first Members) are also the first Trustees. Subsequent Trustees are elected by the Membership or co-opted by the Trustees. The chair and other officers are elected at the board meeting after the AGM.

##### **Trustee induction and training**

Each new member is given a Board of Trustees information pack and provided with governance training. Each member is encouraged to access the Charity Commission's Guidance for Charity Trustees and required to sign the Trustee declaration.

##### **Organisational Structure**

The Board of Trustees is responsible for overall strategic decisions and policy. Decisions concerning the management of the Law Centre and the delivery of services are delegated to the Centre Director, supported by the Senior Solicitor, unless such decisions would involve a substantial change in service delivery or would have an effect on contracts and service level agreements with funders. In this case, the staff would prepare a report on the implications, with recommendations to the Board of Trustees who would make the final decision.

Rates of pay of key personnel are reviewed by Trustees on a regular basis. Comparators used are from voluntary sector agencies and other law centres.

##### **Related Parties**

Luton Law Centre is a member of the Law Centres Network and of Advice UK, to whom membership subscriptions are paid. These bodies provide support to Luton Law Centre, for example through the provision of low cost, or no cost information and training services. Through the Law Centres Network, we are linked to colleagues in other Law Centres throughout the UK, and we can access email discussion forums to support casework and development of policies and procedures. We are also able to feed in to the Law Centres Network our client's experiences of poverty into awareness-raising nationwide.

**Luton Law Centre**  
**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

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**Objectives and activities**

The company's Memorandum of Association states that the Law Centre is established to:

- \* relieve poor persons resident or working in a designated area by providing such persons with legal advice, assistance, representation and services which they could not otherwise obtain through lack of means;
- \* advance the education of qualifying persons in relation to the law and legal issues and to make the law known and accessible to them;
- \* and advance any charitable purposes beneficial to the community for qualifying persons.

The Law Centre also has a mission statement which says:

Luton Law Centre will:

- \* provide high quality, free, confidential, independent legal services responsive to community needs
- \* reach people who are disadvantaged and give them access to their legal rights
- \* work with local organisations to develop quality advice services

We strive for a just and equal society where everyone's rights are valued and protected. We do this by providing legal support, services, information and education to the diverse communities of Luton and its surrounding area. It is our purpose to alleviate poverty and to improve access to services.

In shaping our objectives for the year and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance "public benefit: running a charity (PB2)"

## **Luton Law Centre**

### **Company Limited by Guarantee**

#### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2021**

---

Our main objectives for 2020/21 were:

- \* To continue to work with the Luton Access programme
- \* To maintain our Lexcel Accreditation
- \* To manage performance against existing contracts and service level agreements
- \* To update our strategic plan and implement a new operational plan
- \* To bid for additional grant funding, where possible and maximise income from legal aid contracts

Strategies for achieving these objectives and significant activities that contributed to the achievement of the objectives are:

- \* Co-location 15 New Bedford Road with Citizens Advice Luton and services of Luton Rights. We continue to work to integrate appropriate elements of our services with the aim of achieving a seamless journey for clients and achieve efficiencies
- \* We achieved a successful AMV2 (Annual Maintenance Visit) from Lexcel which maintains our accreditation and Quality Assurance.
- \* We retained qualified and experienced staff in our specialist areas of law and successfully recruited an additional solicitor to provide maternity cover
- \* Sustaining and improving existing services
- \* Developing new method of delivery to meet the changing needs of our clients
- \* We provided help and assistance under grant funding, our Legal Aid contracts and some fee paid, private client work in immigration.
- \* We continued a review of services and development work and implemented a new Strategic and Operational Plans with the help of an organisational development consultant funded by the Legal Aid Practitioners Group, the Law Centres Network and the Law Centres Network Justice Fund (from grant funding received from the Secretary of State for Justice).

#### **Volunteers**

The Covid-19 pandemic with the staff team working remotely meant that the number of volunteers we were able to benefit from was much reduced.

# **Luton Law Centre**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

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#### **Achievements and performance**

##### **Review of Charitable Activity**

The Covid-19 pandemic caused the closure of the office from March 2020 with staff mostly working remotely for the whole of the year. We shifted to an online and telephone model of advice and were able to maintain continuity of service.

Luton Law Centre has continued to provide the following services to the public:

- o Telephone advice on dedicated helplines, which for the first three quarters were open for the whole of the working week as opposed to the set times allowing greater access and flexibility for clients. We reverted to the previous helpline times of 4 weekly two-hour sessions for quarter four as demand for casework increased.
- o Specialist advice and full legal casework services within our specialist areas of law.
- o Second tier advice to other local organisations.
- o Training to University of Bedfordshire law clinic students.

We collect and collate statistical information about the numbers of people we assist, together with client profile information about ethnicity, gender, etc. This is used to check that our services are being accessed by all sections of the community.

We have a good reputation in the communities of Luton and client feedback shows that our clients are very happy with the services they receive. This is largely due to the fact that the Law Centre has a highly competent team of very committed and conscientious workers.

#### **Financial review**

##### **Principal Funding Sources**

During this year, the main sources of income came from grant funding from the London Luton Airport Community Investment Fund (awarded by BLCF) £174,432 (2020 donation £192,000), Law Centres Network Justice Fund (MoJ) (Covid-19 specialist Advice Services scheme), £75,000, contract income from the Legal Aid Agency £44,769.17 (2020 £51,436), from the National Lottery Coronavirus Community Support Fund £17,568 and BLCF Bedfordshire Coronavirus Emergency Fund £7,263.

##### **Investment Policy**

During the year the Board of Trustees placed incoming funds in a deposit account where they earn a higher rate of interest. There are no plans to invest any funds elsewhere.

##### **Reserves Policy**

It is the policy of the charity that unrestricted funds that have not been designated for a specific use should be maintained at a level equivalent to six month's running costs (approximately £150,000). The prevailing financial environment and the Covid-19 pandemic has meant that we have only been able to make limited progress towards building reserves during the year. We have reduced non-staff related costs as far as possible and temporarily reduced staff headcount by not replacing a solicitor and are currently seeking to increase efficiency with service provision.

At 31 March 2021 the charity held unrestricted funds of £126,759 (2020 £69,275) and restricted funds of 25,123 (2020 Nil).

## **Luton Law Centre**

### **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

---

#### **Plans for future periods**

- \* we have reviewed financial and management systems and structure and adjusted roles and responsibilities in 2021 and will continue to develop this.
- \* we will continue to apply for alternative and additional sources of funding, to enhance and develop the service delivery and diversify our funding mix including developing new services and methods of delivery
- \* in addition, we are seeking to maximise our income generation from contracted work and other commercial offers while not compromising our ethics and ethos.
- \* we will develop new services and methods of delivery to meet the changing needs of our clients
- \* we will continue to streamline and digitise the administration of the Law Centre to make efficiencies.
- \* we will continue to work with our Partners in Luton Access, to make best possible use of existing resources and maximise their impact, and towards a more integrated model for advice services in Luton.
- \*

#### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small company's exemption.

The trustees' annual report was approved on 22/11 2021 and signed on behalf of the board of trustees by:



Fiona Carfrae

Trustee



# **Luton Law Centre**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Luton Law Centre**

**Year ended 31 March 2021**

---

I report to the trustees on my examination of the financial statements of Luton Law Centre ('the charity') for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. Accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. The financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. The financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

## **Luton Law Centre**

### **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Luton Law Centre *(continued)***

**Year ended 31 March 2021**

---

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mr Mohammed Afzaal Bhatti  
Independent Examiner

64 Alma Street  
Luton  
England  
LU1 2PL

# Luton Law Centre

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
	Note				
<b>Income and endowments</b>					
Donations and Grants	5,26	12,637	313,909	326,546	254,854
Charitable activities	6	57,720	–	57,720	59,478
Other trading activities	7	8,275	–	8,275	9,137
<b>Total income</b>		<u>78,632</u>	<u>313,909</u>	<u>392,541</u>	<u>323,469</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of other trading activities	8	8,646	–	8,646	3,871
Expenditure on charitable activities	9,10	12,502	288,786	301,287	301,525
<b>Total expenditure</b>		<u>21,148</u>	<u>288,786</u>	<u>309,933</u>	<u>305,396</u>
<b>Net income and net movement in funds</b>		<u>57,484</u>	<u>25,123</u>	<u>82,608</u>	<u>18,073</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		69,275	–	69,275	51,202
<b>Total funds carried forward</b>		<u>126,759</u>	<u>25,123</u>	<u>151,882</u>	<u>69,275</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

# Luton Law Centre

## Company Limited by Guarantee

### Statement of Financial Position

31 March 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible fixed assets	15	2,480	994
<b>Current assets</b>			
Work in progress	16	32,179	26,187
Debtors	17	15,430	31,494
Cash at bank and in hand		163,782	37,262
		<u>211,391</u>	<u>94,943</u>
<b>Creditors: amounts falling due within one year</b>	18	<u>11,988</u>	<u>26,662</u>
<b>Net current assets</b>		<u>199,403</u>	<u>68,281</u>
<b>Total assets less current liabilities</b>		<u>201,883</u>	<u>69,275</u>
<b>Creditors: amounts falling due after more than one year</b>	19	<u>50,000</u>	<u>—</u>
<b>Net assets</b>		<u>151,883</u>	<u>69,275</u>
<b>Funds of the charity</b>			
Restricted funds		25,123	—
Unrestricted funds		<u>126,759</u>	<u>69,275</u>
<b>Total charity funds</b>	22	<u>151,882</u>	<u>69,275</u>

For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

## **Luton Law Centre**

### **Company Limited by Guarantee**

#### **Statement of Financial Position** *(continued)*

**31 March 2021**

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These financial statements were approved by the board of trustees and authorised for issue on ~~22/11/2021~~ and are signed on behalf of the board by:



Ms F Carfrae  
Trustee

# **Luton Law Centre**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

**Year ended 31 March 2021**

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#### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 15 New Bedford Road, Luton, LU1 1SA, England.

#### **2. Statement of compliance**

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

#### **3. Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### **Going concern**

There are no material uncertainties about the charity's ability to continue.

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# **Luton Law Centre**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements** *(continued)*

**Year ended 31 March 2021**

---

#### **3. Accounting policies** *(continued)*

##### **Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- Legacy income is recognised when receipt is probable and entitlement is established.
- Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

# **Luton Law Centre**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

#### **Year ended 31 March 2021**

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#### **3. Accounting policies *(continued)***

##### **Tangible assets *(continued)***

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	- 10% reducing balance
Equipment	- 25% reducing balance

##### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

##### **Work in progress**

Work in progress is valued at the amount of work done in the year, including estimates of amounts not invoiced.

##### **Government grants**

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.



# **Luton Law Centre**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements** *(continued)*

#### **Year ended 31 March 2021**

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#### **3. Accounting policies** *(continued)*

##### **Government grants** *(continued)*

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

# Luton Law Centre

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

---

#### 3. Accounting policies *(continued)*

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

#### 4. Limited by guarantee

Luton Law Centre is a company limited by guarantee incorporated in England and Wales. It has no share capital. 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. The Registered Office and principal place of business is 15 New Bedford Road, Luton, Bedfordshire LU1 1SA.

#### 5. Donations and Grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>			
London Luton Airport	—	—	—
<b>Grants</b>			
Guardian Grant	—	—	—
Help Through Crisis	1,200	—	1,200
EU Settled Status Project	—	35,446	35,446
Other Income	6,258	—	6,258
LCN Justice Fund (Covid-19 Specialist Advice Services Scheme)	—	75,000	75,000
The Access To Justice Foundation	—	4,200	4,200
BLCF - LLA Community Investment Fund	—	174,432	174,432
BLCF - Coronavirus Emergency Response Fund	—	7,263	7,263
National Lottery Community Fund	—	17,568	17,568
Government grant income	5,179	—	5,179
	<u>12,637</u>	<u>313,909</u>	<u>326,546</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
London Luton Airport	192,000	—	192,000

# Luton Law Centre

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

#### 5. Donations and Grants *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Grants</b>			
Guardian Grant	–	12,500	12,500
Help Through Crisis	600	–	600
EU Settled Status Project	–	49,637	49,637
Other Income	117	–	117
LCN Justice Fund (Covid-19 Specialist Advice Services Scheme)	–	–	–
The Access To Justice Foundation	–	–	–
BLCF - LLA Community Investment Fund	–	–	–
BLCF - Coronavirus Emergency Response Fund	–	–	–
National Lottery Community Fund	–	–	–
Government grant income	–	–	–
	<u>192,717</u>	<u>62,137</u>	<u>254,854</u>

#### 6. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Legal Aid Agency Contract	44,769	44,769	51,436	51,436
Legal Awarded Costs	12,951	12,951	8,042	8,042
	<u>57,720</u>	<u>57,720</u>	<u>59,478</u>	<u>59,478</u>

#### 7. Other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Immigration Advice	8,275	8,275	9,137	9,137

#### 8. Costs of other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Costs of other trading activities - Other activity 1	8,646	8,646	3,871	3,871

# Luton Law Centre

## Company Limited by Guarantee

### Notes to the Financial Statements (continued)

Year ended 31 March 2021

#### 9. Expenditure on charitable activities by fund type

	Unrestrict ed £	Restricted £	Total funds 2021 £	Total funds 2020 £
<b>Activity Type 1</b>				
Staff and Subcontractor Cost		221,005	<b>221,005</b>	205,648
Client disbursement and Costs	(4,643)		<b>(4,643)</b>	31,504
Rent and Rates	1,808	22,289	<b>24,097</b>	27,134
Insurance		2,269	<b>2,269</b>	1,972
Printing, postage and stationery		2,988	<b>2,988</b>	4,378
Telephone	3,893		<b>3,893</b>	3,938
Publications and subscriptions		7,139	<b>7,139</b>	6,613
LAN Partnership				-
Travelling and volunteer costs				811
Staff training				-
Legal and professional fees	2,245	23,375	<b>25,620</b>	-
IT Support		4,689	<b>4,689</b>	5,700
Photocopier costs		3,332	<b>3,332</b>	4,641
Light and heat	1,296		<b>1,296</b>	1,085
Repairs and maintenance	178		<b>178</b>	362
Advertising				202
Practising certificates				-
Sundry expenses		1,700	<b>1,700</b>	250
Depreciation and loss on disposal	617		<b>617</b>	264
Staff Recruitment				-
	<u>5,394</u>	<u>288,786</u>	<u>294,180</u>	<u>294,502</u>
	Unrestricted £	Restricted £	Total funds 2021 £	Total funds 2020 £
<b>Governance costs</b>				
Staff Cost	1,157		<b>1,157</b>	3,095
Meeting Costs				14
Accountancy Fee	5,140		<b>5,140</b>	2,449
Bank and Credit Card Charges	810		<b>810</b>	564
Legal and Profession Fee				900
	<u>7,107</u>	<u></u>	<u>7,107</u>	<u>7,022</u>

# Luton Law Centre

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

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#### 10. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2021	Total fund 2020
	£	£	£	£
Activity type 1	294,180	–	294,180	294,502
Governance costs	–	7,107	7,107	7,023
	<u>294,180</u>	<u>7,107</u>	<u>301,287</u>	<u>301,525</u>

#### 11. Net income

Net income is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	<u>616</u>	<u>264</u>

#### 12. Independent examination fees

	2021	2020
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>500</u>	<u>500</u>

# Luton Law Centre

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	205,582	196,222
Social security costs	14,494	8,660
Employer contributions to pension plans	4,536	4,287
	<u>224,612</u>	<u>209,169</u>

The average head count of employees during the year was 8 (2020: 9). The average number of full-time equivalent employees during the year is analysed as follows:

	2021 No.	2020 No.
Number of staff – Management & Administration	2	3
Number of staff - Advice and Advocacy	6	6
	<u>8</u>	<u>9</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

#### 14. Trustee remuneration and expenses

No members of the Board of Trustees received any remuneration or expenses during the year or the previous year.

No members or other person related to the charitable company had any interest in any contract or transaction entered into by the charity during the year.

#### 15. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>			
At 1 April 2020	–	3,343	3,343
Additions	761	1,340	2,101
<b>At 31 March 2021</b>	<u>761</u>	<u>4,683</u>	<u>5,444</u>
<b>Depreciation</b>			
At 1 April 2020	–	2,348	2,348
Charge for the year	76	540	616
<b>At 31 March 2021</b>	<u>76</u>	<u>2,888</u>	<u>2,964</u>
<b>Carrying amount</b>			
<b>At 31 March 2021</b>	<u>685</u>	<u>1,795</u>	<u>2,480</u>
At 31 March 2020	–	994	994

# Luton Law Centre

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

#### 16. Stocks

	2021 £	2020 £
Work in progress	<u>32,179</u>	<u>26,187</u>

#### 17. Debtors

	2021 £	2020 £
Trade debtors	2,177	9,448
Prepayments and accrued income	4,815	14,479
Other debtors	8,438	7,567
	<u>15,430</u>	<u>31,494</u>

#### 18. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,583	10,467
Accruals and deferred income	1,406	976
Social security and other taxes	4,374	3,702
Other creditors	4,625	11,517
	<u>11,988</u>	<u>26,662</u>

#### 19. Creditors: amounts falling due after more than one year

	2021 £	2020 £
Bank loans and overdrafts	<u>50,000</u>	<u>—</u>

Bounce Back Loan of 50,000 is being held as contingency fund and will be returned if not used.

#### 20. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £4,536 (2020: £4,287).

#### 21. Government grants

The amounts recognised in the financial statements for government grants are as follows:

	2021 £	2020 £
Recognised in income from donations and legacies:		
Government grants income	<u>5,179</u>	<u>—</u>

# Luton Law Centre

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 22. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
General funds	30,467	78,632	(21,148)	87,951
Unrestricted fund	38,808	—	—	38,808
	<u>69,275</u>	<u>78,632</u>	<u>(21,148)</u>	<u>126,759</u>

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
General funds	51,202	261,332	(243,259)	69,275
Unrestricted fund	—	—	—	—
	<u>51,202</u>	<u>261,332</u>	<u>(243,259)</u>	<u>69,275</u>

##### Restricted funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
Restricted Fund	—	313,909	(288,786)	25,123

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
Restricted Fund	—	62,137	(62,137)	—



# Luton Law Centre

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 23. Analysis of net assets between funds

	Unrestricted Funds	Total Funds
	£	2021 £
Tangible fixed assets	2,480	2,480
Current assets	211,391	211,391
Creditors less than 1 year	(11,988)	(11,988)
<b>Net assets</b>	<b>201,883</b>	<b>201,883</b>

	Unrestricted Funds	Total Funds
	£	2020 £
Tangible fixed assets	994	994
Current assets	94,943	94,943
Creditors less than 1 year	(26,662)	(26,662)
<b>Net assets</b>	<b>69,275</b>	<b>69,275</b>

#### 24. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2021 £	2020 £
<b>Financial assets measured at fair value through income and expenditure</b>		
Financial assets measured at fair value through income and expenditure	163,782	37,262
<b>Financial assets that are debt instruments measured at amortised cost</b>		
Financial assets that are debt instruments measured at amortised cost	47,609	57,885
<b>Financial liabilities measured at amortised cost</b>		
Financial liabilities measured at amortised cost	61,688	26,662

#### 25. Analysis of changes in net debt

	At 1 Apr 2020 £	Cash flows £	At 31 Mar 2021 £
Cash at bank and in hand	37,262	126,520	163,782
Debt due after one year	—	(50,000)	(50,000)
	<b>37,262</b>	<b>76,520</b>	<b>113,782</b>

## **Luton Law Centre**

### **Company Limited by Guarantee**

#### **Notes to the Financial Statements** *(continued)*

**Year ended 31 March 2021**

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#### **26. Restricted Funds**

##### **Beds and Luton Community Foundation (BLCF)**

Grant funding from BLCF who administer London Luton Airport Limited's Community Investment Fund. The grant was awarded to the Luton Access IAG collaboration of which we are a partner organisations with Citizens Advice Luton, Luton Irish Forum, and Luton Rights. The grant allows us to deliver advice services to the citizens of Luton working with our partners to provide clients with a seamless advice journey.

##### **Home Office**

EU Settlement Scheme grant funding to deliver practical support to vulnerable EU, EEA and Swiss citizens to help make their EU Settlement Scheme application. This fund is delivered in partnership with Citizens Advice Luton (our partner in the Luton Access project).

##### **The National Lottery Community Fund**

Luton Access Covid 19 grant received from the NLCF Coronavirus Community Support fund. This funding was awarded to the Luton Access partners (CAL, Luton Irish Forum, Luton Law Centre and Luton Rights). Funding was provided to support organisations facing acute financial difficulties as a result of the pandemic.

##### **Law Centres Network (Community Justice Fund)**

Grant funding from the Law Centres Network (who received a grant from the Secretary of State for Justice). This funding was awarded to Luton Law Centre to remain operational, providing specialist advice services throughout Covid-19, procure equipment and adapt operations to enable the delivery of remote services and meet the rising demand for advice services.