



LawWorks Scotland

(a company limited by guarantee)

Directors' report and unaudited accounts

Registered number SC377949

Charity number SC041601

31 March 2018



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Legal and administrative information

Company name	LawWorks Scotland
Company registration number	SC377949
Scottish charity number	SC041601
Directors/Trustees	Andrew Alexander M Peter Anderson Louise Carlin Gillian Carty Colin Hulme Fiona McAllister Donald Nicholson Paul White
Company Secretary	AS Company Services Ltd
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Contact Address	c/o Burness Paul LLP 50 Lothian Road Festival Square Edinburgh EH3 9WJ
Contact Telephone	0141 273 6705
Website	<a href="http://www.lawworksscotland.org.uk">www.lawworksscotland.org.uk</a>
Email	<a href="mailto:lawworksscotland@gmail.com">lawworksscotland@gmail.com</a>
Independent Examiner	Claire L Probert 28 Waterfield Road, Edinburgh, EH10 6TG

Directors' report

1. LawWorks Scotland – Who are we?

LawWorks has existed since the early months of 2011 because of the commitment of some lawyers and other like minded people from a variety of different non-legal backgrounds who recognised that perhaps particularly in more financially troubled times, access to justice was getting more and more difficult for various sections of society. They saw also that not for profit/"charitable organisations" needed legal advice and assistance over a large range of issues when they had little funding to meet the cost of that on a commercial basis. So LawWorks connects lawyers firm, Universities and individuals willing to work for no pay, with organisations, and some individuals who need that advice and help. The relationship with Citizens Advice Bureaux is well established and valued.

The much larger sister organisation in England & Wales – LawWorks – has supported us through allowing use of the name.


2. 2017/2018

The Chair, Peter Anderson, has taken on Board responsibilities for finance with any day to day work being undertaken by the former finance manager of Simpson & Marwick, Neil Fleming. LawWorks Scotland again expresses very considerable gratitude to the Trustees and Directors for the time, energy and effort which they devote to the work and obligations which arise.

Membership remains stable. The existing work is maintained and the quality of involvement from lawyers delivering pro bono work is reported as high.

We have continued success and activity in the existing Clinics at Haddington, Musselburgh, and West Lothian Citizens Advice Bureau;

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DIRECTOR - COLIN HULME  
COMPANY NUMBER SC377949

## Independent examiner's report to the Directors of LawWorks Scotland

I report on the accounts of LawWorks Scotland for the year to 31 March 2018, that are set out on pages 6 to 9.

### Respective responsibilities of Directors and Independent Examiner

The charity's Directors (who are also Trustees of the company for the purposes of charity law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility :

- to examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the general directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### Basis of Independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) that gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Claire Probert CA*

12/12/2018

CLAIRE PROBERT.

Statement of financial activities (Incorporation Income and expenditure account)  
For the year ended 31 March 2018

	Notes	2018	2017
<b>Incoming resources</b>			
Incoming resources from generated funds		-	-
Voluntary income	3	<u>2,169</u>	<u>2,165</u>
<b>Total Incoming resources</b>		<u>2,169</u>	<u>2,165</u>
<b><u>Resources expended</u></b>			
Charitable activities	4	300	2,714
Governance costs	5	-	-
<b>Total resources expended</b>		<u>300</u>	<u>2,714</u>
<b>Net movement in funds</b>		<u>1,869</u>	<u>(549)</u>

All funds are held on an unrestrictive basis

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing operations.

The notes on page 8 & 9 form part of these accounts.

**Balance Sheet**

**As at 31<sup>st</sup> March 2018**

	<b>2018</b>	<b>2017</b>
<b>Current Assets</b>		
Cash at bank and on hand	19,037	15,453
Debtors	<u>-</u>	<u>2,165</u>
<b>Total Assets</b>	<u>19,037</u>	<u>17,618</u>
 Creditors	 <u>500</u>	 <u>950</u>
<b>Total Liabilities</b>	<u>500</u>	<u>950</u>
 <b>Net Assets</b>	 <u>18,537</u>	 <u>16,668</u>
 <b>Funds</b>		
Unrestrictive fund brought forward	16,668	17,217
Surplus/loss during year	<u>1,869</u>	<u>(549)</u>
 <b>Total Funds</b>	 <u>18,537</u>	 <u>16,668</u>

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and within the Financial Reporting Standard for Smaller Entities (effective April 2008).

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006 for the period ended 31 March 2017. No member of the company has deposited a notice pursuant to section 476 requiring an audit of these accounts.

The directors acknowledge their responsibilities for ;

- ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006; and
- preparing accounts which give a true and fair view of the state of affairs of the company at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirement of section 396 of the Companies Act 2006, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These accounts were approved by the Board on 3 December 2018.



Colin Hulme

Director

Company Number SC377949

## Notes to the accounts

### 1. Accounting policies

#### a. Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice; Accounting and Reporting by Charities (SORP 2005). The accounts are prepared on an accrual basis.

#### b. Incoming resources

Any incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated services are valued/based on actual hours donated at the chargeable rate.

#### c. Resources expended

All expenditure is included on an accrual basis and is recognised when there is a legal or constructive obligation to pay for the expenditure. All support costs have been reallocated to the sole principal activity. The irrecoverable VAT is included with the item of expense to which it relates.

#### d. Governance costs

Governance costs comprise all costs meeting public accountability of the charity and its compliance with regulation and good practice.

#### e. Funds

Unrestricted funds are available for use at the discretion of the Directors in furtherance of the general objectives of the charity and which have not been designated for any other purposes.

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### 2. Other disclosures

None of the directors (or any person connected with them) received any remuneration or reimbursement of expenses during the period. Indemnity Insurance was in place for the benefit of directors during the year.

There were no employees during the period.



**Notes to the accounts (continued)**

**3. Donations, membership and subscriptions**

	2018	2017
Donations	2,169	2,165
	<u>2,169</u>	<u>2,165</u>

**4. Charitable expenditure**

Professional Indemnity Insurance	-	684
Website redesign charge	200	1,530
Accounts Charge	100	200
Sundry - Late Filing charge	-	300
	<u>300</u>	<u>2,714</u>

**5. Governance costs**

Independent examiner's fee	Nil	Nil
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**6. Ultimate controlling party**

The company is controlled by the Board who are the directors

**7. Related parties**

There were no costs or donations made during the current year.