

**THE MARY WARD LEGAL CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**DIRECTORS' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2009**

**THE MARY WARD LEGAL CENTRE**  
**GENERAL INFORMATION**

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<b>DIRECTORS AND TRUSTEES</b>	A Campbell (resigned 25/11/2008) K. Davies P del Tufo (resigned 01/04/2009) M de Souza D. Good R. Hilsenrath C. Hutton C Kings J Sellors R Smeath P Vlachos C Williams
<b>SECRETARY</b>	C Hutton
<b>COMPANY NUMBER</b>	2786099
<b>CHARITY NUMBER</b>	1024148
<b>ADDRESS</b>	26-27 Boswell Street London WC1N 3JZ
<b>REGISTERED OFFICE</b>	42 Queen Square London WC1N 3AQ
<b>AUDITORS</b>	Buzzacott LLP 12 New Fetter Lane London EC4A 1AG
<b>BANKERS</b>	The Co-operative Bank plc 64-66 Southampton Row London WC1B 5AL
<b>CHIEF EXECUTIVE</b>	M. Butler (from 03/11/2008)

**THE MARY WARD LEGAL CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 JULY 2009**

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The directors of the company, who are also the trustees of the charity, present their report and the financial statements for the year ended 31 July 2009. This report also represents the trustees' report as required by Part VI of the Charities Act 1993.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Mary Ward Legal Centre is a company limited by guarantee, is registered as a charity under registration number 1024148 and is governed by its Memorandum of Association dated 25 January 1993. The Centre is owned by the Mary Ward Settlement, a company limited by guarantee and a registered charity.

The Centre has a trustee board which meets regularly to provide leadership and strategic direction. Sub-committees of the trustee board meet as necessary to manage key staffing, finance, fundraising and equal opportunities matters within a clear framework.

Day-to-day operational management of the Centre is delegated to the Chief Executive who is supported by a small management team primarily consisting of the Advice Services Director and the Finance Manager.

The Chief Executive and her management group oversee the smooth running of the Centre's staff who are divided into teams in accordance with Centre activities and projects.

**METHOD OF APPOINTMENT OF DIRECTORS**

The Centre operates selection criteria for recruitment of trustees to the Trustee board so as to ensure that their skills and experience reflect the governance and operational needs of the Centre. Prospective trustees are interviewed by the Mary Ward Settlement Nominations Committee, which includes at least one trustee from the Mary Ward Legal Centre. On selection, references will be taken up as to their suitability to be a trustee prior to a vote by the Mary Ward Legal Centre trustees.

**RELATIONSHIP WITH OTHER ORGANISATIONS WITH WHICH THE CENTRE CO-OPERATES IN THE PURSUIT OF CHARITABLE OBJECTIVES**

The Centre has built up strong positive relationships over many years with a range of agencies in both the public, private and charity sector. The Centre continues its outreach activities and the delivery of face-to-face legal advice to financially and socially excluded communities within London boroughs. As such, the Centre enjoys good co-operative working relations with an ever-growing number of partners and stakeholders in relation to a range of borough-based projects and activities that meet core charitable objectives.

**INTERNAL CONTROLS AND MITIGATION OF MAJOR RISKS**

The Trustee Board is risk aware, has an established risk management policy, and carries out regular risk identification exercises including review by the trustee board of major risk and the adequacy of the systems in place to mitigate them.

**PRINCIPAL ACTIVITIES AND OBJECTIVES**

The principal object of the Mary Ward Legal Centre is to provide members of the public who live or work in Greater London and are in need, hardship or distress with advice, information, assistance and representation on matters such as debt and insolvency, housing, welfare rights and employment law and other legal problems.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Legal Centre's aims and objectives and in planning future activities.

The Legal Centre's portfolio of service activities include:

- provision of free specialist and generalist community legal information, advice, casework and legal representation services;
- provision of second tier advice and legal training service to Not for Profit groups and other agencies;
- utilisation of a range of other service activities such as group work, talks, public legal education, policy and media work to raise legal awareness within the community.

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**PRINCIPAL ACTIVITIES AND OBJECTIVES (CONTINUED)**

**OBJECTIVES**

The Legal Centre's continuing strategic objectives are:

- to be a centre of legal excellence working across London to eliminate prejudice and promote social justice;
- to provide services that can make a significant improvement to the well being of service users and contribute to their future empowerment;
- to keep our services flexible, responsive and accessible;
- to develop partnerships and alliances with other organisations that will improve and extend our range of legal services to reach greater numbers of people across the whole of London;
- to secure larger space for the Centre;
- to ensure that equality of opportunity is at the heart of Centre practice and policy.

The Legal Centre is on target to meet both the service and strategic objectives.

**ACHIEVEMENTS**

The Legal Centre's specific achievements for 2008/9 are addressed below:

- Provided specialist advice casework and representation in debt, employment, housing and welfare benefits to over 5,000 Londoners.
- Secured additional funding from the London Borough of Camden to provide an additional caseworker to see residents affected by debt problems as a result of the recession. Addressed issues of financial inclusion and financial capability with residents of the London Borough of Camden.
- Provided specialist representation at social security appeals to London residents funded through the London Councils Appeals Project.
- Provided debt and welfare benefits advice and casework to disadvantaged residents in south Islington funded by the Cripplegate Foundation
- Provided two new debt advice services through outreach sessions in Enfield and Haringey
- Successfully restructured the organisation and introduced the role of Team Leaders and of an Advice Services Director as part of the Management Team.
- Worked with the City of Westminster and Holborn Law Society to organise the annual fundraising lecture which was delivered by the Rt Hon. Lord Clarke, Master of the Rolls.
- Obtained a number of donations to support the Mary Ward Legal Centre.
- Completed first full year of working under new Legal Services Commission Unified contract.
- Continued to be a key partner in Capitalise - London's debt advice partnership. Worked with the partnership to organise the London Debt Summit attended by key stakeholders. This resulted in the establishment of the London Debt Strategy Group, facilitated by the Mayors Office.

**FINANCIAL REVIEW**

**RESULTS**

The results for the year are set out on page 7. There has been an excess of income over expenditure resulting in a surplus for the year of £52,371.

**RESERVES**

The Legal Centre aims to hold reserves equivalent to 6 months' expenditure so that it could continue to provide a service in the event of unexpected financial crisis. Unrestricted reserves at 31 July 2009 were equivalent to 1.2 months' planned expenditure (20% of target level). In the following twelve months the Board of Trustees plans to review the appropriate reserves target level and means of achieving it.

THE MARY WARD LEGAL CENTRE  
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DIRECTORS' REPORT  
FOR THE YEAR ENDED 31 JULY 2009

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**PLANS FOR FUTURE PERIODS**

The Legal Centre has the following aims for the future:

- to source further opportunities for securing unrestricted funding to enable us to be more in control of future developments and less dependent on contracting and commissioning.
- to secure a Legal Services Commission (LSC) contract for the contract period 2010 to 2013 at approximately the current level in employment, housing and welfare benefits and to seek additional funding for debt cases. The current LSC contract for social welfare law comes to an end on 30<sup>th</sup> September 2010 and the bidding round for the new contract takes place in February 2010.
- to work to secure funding to replace the 'Capitalise' contract from March 2011.
- to improve Legal Centre premises for both staff and clients.
- to continue to develop internal management structure and procedures that are appropriate to the organisation's size, finances and services.
- to increase our level of service provision by improvements in efficiency and consolidation of activities.

This report was approved by the Board on

Clive Hutton  
Secretary

THE MARY WARD LEGAL CENTRE  
STATEMENT OF DIRECTORS' RESPONSIBILITIES

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The trustees (who are also directors of The Mary Ward Legal Centre for the purposes of company law) are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that:

- so far as the trustee is aware, there is no relevant audit information of which the charity's auditor is unaware; and
- the trustee has taken all the steps that s/he ought to have taken as a trustee in order to make him/herself aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBER OF THE MARY WARD LEGAL CENTRE

We have audited the financial statements of The Mary Ward Legal Centre for the year ended 31 July 2009, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes set out on pages 9 to 14. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's member in accordance with Section 495 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's member those matters we are required to state to it 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 charity and the charity's member for our audit work, for this report or for the opinions we have formed.

### Respective responsibilities of the trustees and auditors

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the statement of trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the trustees' annual report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read other information contained in the annual report and consider whether it is consistent with the audited financial statements. This other information comprises only the directors' report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

### Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations that we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether 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 accounts give a true and fair view of the charity's state of affairs as at 31 July 2009 and of its outgoing resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with the United Kingdom Generally Accepted Accounting Practice;
- the financial statements have been properly prepared in accordance with the Companies Act 2006; and
- the information in the trustees' annual report is consistent with the financial statements.

**THE MARY WARD LEGAL CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 JULY 2009**

INCOME AND EXPENDITURE	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	<i>Total Funds</i> 2008 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Interest receivable		6,838	-	6,838	<i>14,656</i>
Voluntary income	2	213,375	-	213,375	<i>239,101</i>
Incoming resources from charitable activities					
Legal services	2a	648,590	624,730	1,273,320	<i>1,263,333</i>
<b>TOTAL INCOMING RESOURCES</b>		<u>868,803</u>	<u>624,730</u>	<u>1,493,533</u>	<u><i>1,517,090</i></u>
<b>RESOURCES EXPENDED</b>					
Charitable activities:					
Legal services	3	786,339	642,373	1,428,712	<i>1,634,553</i>
Governance costs	6	12,450	-	12,450	<i>10,700</i>
<b>TOTAL RESOURCES EXPENDED</b>		<u>798,789</u>	<u>642,373</u>	<u>1,441,162</u>	<u><i>1,645,253</i></u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>	7	70,014	(17,643)	52,371	<i>(128,163)</i>
<b>FUNDS AT 1 AUGUST 2008</b>		77,362	33,784	111,146	<i>239,309</i>
<b>FUNDS AT 31 JULY 2009</b>		<u>147,376</u>	<u>16,141</u>	<u>163,517</u>	<u><i>111,146</i></u>

The Statement of Financial Activities includes all the recognised gains or losses incurred in the current and preceding year

The notes on pages 9 to 14 form part of these financial statements.

THE MARY WARD LEGAL CENTRE

BALANCE SHEET

As At 31 July 2009

	Notes	2009 £	2008 £
<b>FIXED ASSETS</b>			
Tangible assets	10	9,113	29,257
<b>CURRENT ASSETS</b>			
Work in progress	1b	27,756	52,362
Debtors	11	117,369	177,171
Cash at bank and in hand		367,811	157,718
		512,936	387,251
CREDITORS: amounts falling due within one year	12	234,775	181,605
<b>NET CURRENT ASSETS</b>		278,161	205,646
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		287,274	234,903
CREDITORS: amounts falling due after more than one year	13	123,757	123,757
<b>NET ASSETS</b>		163,517	111,146
<b>UNRESTRICTED FUNDS</b>			
Designated fund	14	6,228	10,023
General fund		141,148	67,339
		147,376	77,362
<b>RESTRICTED FUNDS</b>	1g, 14	16,141	33,784
<b>TOTAL FUNDS</b>		163,517	111,146

The financial statements were approved by the Board on and signed on its behalf by:

Director

The notes on pages 9 to 14 form part of these financial statements.

**THE MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2009**

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**1. ACCOUNTING POLICIES**

**a) Accounting Convention**

The financial statements are prepared under the historical cost convention, in accordance with applicable accounting standards, Companies Act 2006 and the Statement of Recommended Practice on Accounting and Reporting by Charities issued by the Charity Commission by March 2005 (SORP 2005).

**b) Work In Progress**

Legal Centre cases completed but not assessed at the year end are valued at the amount of anticipated receipt from the Legal Services Commission or opponent, and are shown as work in progress. Cases assessed by the year-end are shown as debtors. Assessed in this context means the costs claim has been accepted by the Court or the Legal Services Commission. No credit is taken for cases not completed at the year-end.

**c) 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 less estimated residual value of each asset over its expected useful life as follows:

Furniture, fixtures and office equipment - 20% Straight line

Furniture, fixtures and fittings and office equipment costing £500 or more excluding VAT are capitalised. Because of the heavy usage involved and consequent short life, all computer equipment is written off to the income and expenditure account in the period of acquisition.

**d) Income**

Donations are recognised in the year in which they are received or under the accruals concept. All other income is dealt with under the accruals concept.

**e) Resources Expended**

All expenses are accounted for on an accruals basis. All expenditure directly relating to the objects of the charity is included under the heading charitable activities.

**f) Pensions**

The cost of providing pensions for employees is charged to the Statement of Financial Activities in the year in which the contributions are payable. Pension costs represent the amount of contributions paid to the individuals' own scheme. Conditional upon the payment not causing grave financial problems, an annual payment of 6% of gross salary is made to permanent employees' personal pension schemes.

**g) Restricted Funds**

Restricted funds are subject to specific restrictions imposed by the donor (see Note 14).

**h) Operating Leases**

The rentals payable under operating leases are charged on a straight-line basis over the lease term.

2. Voluntary income includes £58,500 (2008: £50,000) that is estimated to be the value of support received from Eversheds LLP and Linklaters LLP who each provided the services of a seconded trainee solicitor for the year, plus Linklaters provided the services of a further seconded solicitor from March 2009 onwards. The equivalent expenditure of £58,500 (2008: £50,000) has been included in operational staff costs.

**2A. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	2009	2008
	£	£
Legal services:		
Revenue grants	236,892	234,093
Advice and casework	1,036,428	1,029,240
	1,273,320	1,263,333

THE MARY WARD LEGAL CENTRE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2009

3. CHARITABLE ACTIVITIES	2009 £	2008 £
Legal costs		
Direct costs	1,061,050	1,214,061
Support costs	367,662	420,492
	1,428,712	1,634,553
4. DIRECT COSTS	2009 £	2008 £
Operational staff costs	1,008,010	1,161,938
Other operational costs	53,040	52,123
	1,061,050	1,214,061
5. SUPPORT COSTS	2009 £	2008 £
Staff costs	148,019	215,961
Office costs	70,966	65,048
Premises costs	126,017	117,559
Depreciation	20,144	17,886
Other support costs	2,516	4,038
	367,662	420,492
6. GOVERNANCE COSTS	2009 £	2008 £
Auditors remuneration		
Audit Fees	12,450	10,700
	12,450	10,700

THE MARY WARD LEGAL CENTRE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2009

<b>7. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</b>	<b>2009</b>	<b>2008</b>
	£	£
Net incoming/(outgoing) resources are stated after charging:		
Depreciation of tangible assets	20,144	17,886
Auditors' remuneration	12,450	10,700
Operating lease rentals	<u>71,297</u>	<u>71,297</u>

No trustees received any remuneration or any reimbursement of expenses during this or the previous year.

<b>8. STAFF COSTS</b>	<b>2009</b>	<b>2008</b>
	£	£
Wages and salaries	998,702	1,124,924
Social security costs	97,736	109,023
Other pension costs	25,956	21,553
	<u>1,122,394</u>	<u>1,255,500</u>

The average weekly number of equivalent full-time employees during the year was:

	<b>No</b>	<b>No</b>
Operational	20	24
Support	<u>8</u>	<u>10</u>

No employees' remuneration was above £60,000 in the year (2008: one employee's remuneration fell between £90,000 and £100,000 during the year).

**9. TAXATION**  
The company is not liable to Corporation Tax as it is a registered charity.

<b>10. TANGIBLE FIXED ASSETS</b>		<b>Furniture, fixtures and fittings</b>	
	<b>Computer equipment</b>	<b>£</b>	<b>Total £</b>
<b>Cost:</b>			
At 1 August 2008	89,232	49,470	138,702
Additions	-	-	-
<b>At 31 July 2009</b>	<u>89,232</u>	<u>49,470</u>	<u>138,702</u>
<b>Depreciation:</b>			
At 1 August 2008	73,636	35,809	109,445
Charge for year	15,596	4,548	20,144
<b>At 31 July 2009</b>	<u>89,232</u>	<u>40,357</u>	<u>129,589</u>
<b>Net book value:</b>			
At 31 July 2009	<u>-</u>	<u>9,113</u>	<u>9,113</u>
<i>At 31 July 2008</i>	<u>15,596</u>	<u>13,661</u>	<u>29,257</u>



**THE MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2009**

<b>11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2009</b>	<b>2008</b>
	£	£
Trade debtors	70,157	79,242
Other debtors	9,835	6,820
Amounts owed by group companies	220	618
Prepayments and accrued income	37,157	90,491
	<u>117,369</u>	<u>177,171</u>

<b>12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2009</b>	<b>2008</b>
	£	£
Taxes and social security costs	36,326	48,011
Accruals and deferred income	149,659	104,801
Other creditors	35,739	25,653
Amounts owed to group companies	13,051	3,140
	<u>234,775</u>	<u>181,605</u>

<b>13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>	<b>2009</b>	<b>2008</b>
	£	£
Mary Ward Settlement	<u>123,757</u>	<u>123,757</u>

This represents an indefinite, interest free loan from the company's ultimate holding company.

<b>14. MOVEMENTS IN FUNDS</b>	<b>Balance</b>	<b>Movement in resources</b>		<b>Balance</b>
	<b>1 August</b>	<b>Incoming</b>	<b>(Outgoing)</b>	<b>31 July</b>
	<b>2008</b>			<b>2009</b>
	£	£	£	£
<b>Restricted funds:</b>				
Premises appeal fund	26,141	-	(10,000)	16,141
IT equipment for annex fund	1,775	-	(1,775)	-
Phone system Fund	5,868	-	(5,868)	-
BERR Capitalise debt project	-	514,660	(514,660)	-
Camden Financial Literacy & Inclusion Advice Services	-	54,145	(54,145)	-
Cripplegate foundation for SIAP	-	55,925	(55,925)	-
<b>Total restricted funds</b>	<u>33,784</u>	<u>624,730</u>	<u>(642,373)</u>	<u>16,141</u>
<b>Unrestricted funds:</b>				
Designated premises fund	10,023	-	(3,795)	6,228
General fund	67,339	868,803	(794,994)	141,148
<b>Total unrestricted funds</b>	<u>77,362</u>	<u>868,803</u>	<u>(798,789)</u>	<u>147,376</u>
<b>Total funds</b>	<u>111,146</u>	<u>1,493,533</u>	<u>(1,441,162)</u>	<u>163,517</u>

**THE MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2009**

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**14. MOVEMENTS IN FUNDS (CONTINUED)**

The premises appeal fund was set up in 2000/01 out of monies received in response to an appeal for funds towards purchasing a property for the Legal Centre to operate from in the future.

The IT equipment for annex fund was set up in 2006/07 from a grant from the London Borough of Camden. These monies have been used to purchase computers and other IT equipment for 6 staff members working from a second office.

The phone system fund was set up in 2006/07 and comprises a single donation of £10,000 from Linklaters LLP towards the contribution to acquire a new telephone system for the Legal Centre.

The DTI capitalise debt project was set up in 2005/06 out of a grant from the DTI.

The Camden Financial Literacy fund was set up in 2007/08 from a grant from LB Camden to provide financial inclusion advice services to socially and financially excluded Camden residents.

The Cripplegate Foundation fund was set up in 2006/07 from a grant from the Foundation towards the costs of the Centre's legal advice service in South Islington.

The designated premises fund was set up in 2000/01 out of monies received in response to the premises appeal but which the donors had said need not be restricted.

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Fixed assets £	Current assets £	Liabilities £	Total £
General fund	9,113	480,567	(348,532)	141,148
Designated funds	-	6,228	-	6,228
Restricted funds	-	26,141	(10,000)	16,141
	<u>9,113</u>	<u>512,936</u>	<u>(358,532)</u>	<u>163,517</u>

**16. CLIENT MONIES**

As at 31 July 2009 The Mary Ward Legal Centre held money on behalf of clients in "Client" bank accounts of £28,998.63 (2008: £30,690).

**THE MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2009**

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**17. REVENUE GRANTS RECEIVABLE**

During the year the company received revenue grants of £83,142 from London Councils' Grants Committee (previously Association of London Government), all of which has been recognised. These grants have been fully applied to the cost of salaries and associated running costs.

During the year the company received £54,145 from London Borough of Camden, of which all has been recognised. This grant has been fully applied to the cost of salaries and associated running costs, including to the provision of financial inclusion advice services to socially and financially excluded Camden residents.

During the year the company received £55,925 from the Cripplegate Foundation towards the costs of its advice service in South Islington, all of which has been recognised. This grant has been fully applied, as set out in Note 10, to the cost of salaries and associated running costs for the work of the South Islington Advice Project, which operates in the Kings Cross area of Islington.

During the year the company received £28,833 from the Cripplegate Foundation towards the costs of its legal and welfare rights services in the Canonbury area, all of which has been recognised. This grant has been fully applied to the cost of salaries and associated running costs.

During the year the company received revenue grants of £14,847 from the Citizens Advice Bureau all of which has been recognised. These grants have been fully applied to the cost of salaries and associated running costs.

During the year the company received two donations totalling £35,000 from Linklaters solicitors, which have been fully applied to the cost of salaries and associated running costs.

**18. GIFTS IN KIND**

In addition to the gifts in kind received detailed in Note 2, a great amount of time, the value of which it is impossible to quantify for the purpose of these accounts, is donated by many volunteers throughout the year.

**19. LIMITED LIABILITY**

The company does not have any share capital and is limited by guarantee. The liability of the member is limited at £1 in the event of the winding up of the company.

**20. OWNERSHIP OF COMPANY**

The company is owned by the Mary Ward Settlement, a company registered in England and Wales (Company registration number 46188) and a registered charity (Charity registration number 223066). The Mary Ward Settlement is the only member of Mary Ward Legal Centre.

**21. FINANCIAL COMMITMENTS**

The company's commitment under the operating lease on its main premises was renewed in July 2007. The term is from 1 Dec 2006 to 24 Dec 2010. The amount currently payable (exclusive of rates and service charge) is £62,112 per annum.

**THE MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2009**

This page does not form part of the audited financial statements

	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	<i>Total Funds</i> 2008 £
<b>INCOME</b>				
<b>Grants</b>				
London Borough of Camden	-	54,145	54,145	<i>52,047</i>
Association of London Grants	-	-	-	<i>73,333</i>
Access to Work (DWP)	-	-	-	<i>6,820</i>
Cripplegate Foundation for SIAP	-	55,925	55,925	<i>55,000</i>
Cripplegate Foundation for ERAP	28,833	-	28,833	<i>20,833</i>
London Councils WB Tribunal project	83,142	-	83,142	<i>6,928</i>
ALG maternity pay grant	-	-	-	<i>5,000</i>
LB Camden re security grilles	-	-	-	<i>4,145</i>
CAB re FSFL & related programmes	14,847	-	14,847	<i>9,987</i>
	<u>126,822</u>	<u>110,070</u>	<u>236,892</u>	<u><i>234,093</i></u>
<b>Advice, casework and net disbursements</b>				
Legal Services Commission - NfP grant )	378,121	-	378,121	<i>349,420</i>
Legal Services Commission - West London )				
Debt Project )				
Legal Services Commission - Welfare )				
Benefits Outreach Project )				
Legal Services Commission - Clerkenwell CC	12,600	-	12,600	<i>16,884</i>
BERR Capitalise debt project	-	514,660	514,660	<i>517,889</i>
Other advice, casework & net disbursements	131,047	-	131,047	<i>145,047</i>
	<u>521,768</u>	<u>514,660</u>	<u>1,036,428</u>	<u><i>1,029,240</i></u>
<b>Other</b>				
General donations and fundraising	117,325	-	117,325	<i>31,685</i>
Linklaters donations	35,000	-	35,000	<i>25,000</i>
Value in kind - Linklaters	33,500	-	33,500	<i>25,000</i>
Value in kind - Eversheds	25,000	-	25,000	<i>25,000</i>
Clients' contributions	1,610	-	1,610	<i>2,045</i>
Training & other earned income	940	-	940	<i>5,371</i>
Interest on deposit account	6,838	-	6,838	<i>14,656</i>
Mary Ward Settlement	-	-	-	<i>125,000</i>
	<u>220,213</u>	<u>-</u>	<u>220,213</u>	<u><i>253,757</i></u>
<b>TOTAL INCOME</b>	<b>868,803</b>	<b>624,730</b>	<b>1,493,533</b>	<b><i>1,517,090</i></b>
<b>TOTAL EXPENDITURE</b>	<b>(798,789)</b>	<b>(642,373)</b>	<b>(1,441,162)</b>	<b><i>1,645,253</i></b>
<b>SURPLUS/(DEFICIT)</b>	<b><u>70,014</u></b>	<b><u>(17,643)</u></b>	<b><u>52,371</u></b>	<b><u><i>(128,163)</i></u></b>

**THE MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2009**

This page does not form part of the audited financial statements

	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	<i>Total Funds 2008 £</i>
<b>EXPENDITURE</b>				
<b>ADMINISTRATION</b>				
Salaries and related contributions	101,004	32,637	133,641	<i>158,566</i>
Recruitment advertising	7,089	5,212	12,301	<i>12,033</i>
Postage and carriage	7,979	5,071	13,050	<i>9,763</i>
Telephone and fax	6,082	5,472	11,554	<i>8,547</i>
Printing and stationery	4,659	3,982	8,641	<i>10,712</i>
Photocopying	1,610	1,426	3,036	<i>3,297</i>
Audit and accountancy	12,450	-	12,450	<i>10,700</i>
Consultancy fees	10,172	6,721	16,893	<i>61,433</i>
Travelling	950	337	1,287	<i>480</i>
General office expenses	2,038	1,845	3,883	<i>3,504</i>
Equipment maintenance	451	403	854	<i>412</i>
General computer expenses	11,494	4,679	16,173	<i>16,250</i>
PR literature and brochures	177	10	187	<i>50</i>
	<u>166,155</u>	<u>67,795</u>	<u>233,950</u>	<u><i>295,747</i></u>
<b>ESTABLISHMENT</b>				
Rent	39,192	38,350	77,542	<i>77,542</i>
Service charge	9,485	9,281	18,766	<i>19,410</i>
General rates	2,592	2,537	5,129	<i>4,905</i>
Electricity	1,582	1,548	3,130	<i>2,951</i>
Cleaning	3,699	3,617	7,316	<i>6,417</i>
Premises maintenance	4,134	10,000	14,134	<i>6,334</i>
	<u>60,684</u>	<u>65,333</u>	<u>126,017</u>	<u><i>117,559</i></u>
<b>OPERATIONAL</b>				
Salaries and related contributions	520,105	487,905	1,008,010	<i>1,161,938</i>
Irrecoverable disbursements	3,564	-	3,564	<i>7,252</i>
Case cost drafting fees	5,916	-	5,916	<i>3,470</i>
Trainee contract costs	100	-	100	<i>2,887</i>
WL Debt & other LSC Project costs	-	-	-	<i>(1,775)</i>
Capitalise direct project costs	-	344	344	<i>1,841</i>
Camden direct project costs	-	52	52	<i>1,562</i>
CAB FSFL direct project costs	3,349	-	3,349	<i>809</i>
SIAP direct project costs	-	-	-	<i>207</i>
File storage	2,670	-	2,670	<i>1,176</i>
Solicitors practising certificates	8,419	1,990	10,409	<i>13,714</i>
Insurance	4,531	2,680	7,211	<i>2,575</i>
Books + subscriptions	5,506	2,477	7,983	<i>7,901</i>
Volunteers' expenses	-	655	655	<i>1,275</i>
Refreshments/meal allowances/other staff exps	1,432	1,380	2,812	<i>2,537</i>
Training costs	3,207	4,119	7,326	<i>6,192</i>
Compensation claims	650	-	650	<i>500</i>
	<u>559,449</u>	<u>501,602</u>	<u>1,061,050</u>	<u><i>1,214,061</i></u>
<b>DEPRECIATION</b>				
Computers	7,953	7,643	15,596	<i>13,167</i>
Furniture and fixtures	4,548	-	4,548	<i>4,719</i>
	<u>12,501</u>	<u>7,643</u>	<u>20,144</u>	<u><i>17,886</i></u>
<b>TOTAL EXPENDITURE</b>	<b><u>798,789</u></b>	<b><u>642,373</u></b>	<b><u>1,441,162</u></b>	<b><u><i>1,645,253</i></u></b>