

COMPANY NUMBER 2786099
CHARITY NUMBER 1024148

THE MARY WARD LEGAL CENTRE
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

**THE MARY WARD LEGAL CENTRE
(A COMPANY LIMITED BY GUARANTEE)
CHAIR'S REPORT
FOR THE YEAR ENDED 31 JULY 2017**

2016/17 was a successful year following the service review implemented at the end of the previous year. An operating surplus of £3,564, compared to a deficit of £77,552 the previous year, was a great credit to all those involved in the Centre's activities, particularly given the continuing need to generate additional streams of income. The challenge of achieving contract targets, particularly for the Capitalise debt project, were met.

The focus for the Centre continued to be on providing advice and access to justice, with specialist casework in the areas of debt, housing and welfare benefits and a pro bono service offering advice in the areas of employment, housing, personal injury, tax, and general civil litigation. The debt team continued to deliver debt advice from venues across several boroughs, including Camden, Haringey, Havering, Redbridge, and Enfield. The casework teams continue to meet their targets. The welfare benefits team have been helped by City Bridge Trust funding enabling the service to be expanded to help people outside of Camden and run a successful disability benefit form filling clinic with volunteers. With funding from Comic Relief and Money Advice Trust the Centre is developing a public legal education programme in financial capability which aims to increase knowledge and confidence, as well as maximise incomes and reduce debts.

Demand for the Centre's services is growing. For instance we have seen an increase in people seeking housing advice. As a result the housing team's capacity will be increased in the next year by one more lawyer. Furthermore, in order to provide a more holistic service to vulnerable housing clients we are seeking funding for a housing support worker with the aim that this will help sustain tenancies and break the cycle of homelessness.

There has been an increase in demand for all of the areas in which we work and we see no prospect of this demand decreasing. We are grateful to our funders, some of whom have supported us over a number of years, and to all the lawyers who volunteer on our pro bono service, whose commitment and hard work enable us to help more people in need - with their help we are able to advise on a whole range of issues, most of which is not within the scope of legal aid.

Funders during 2016/17 were:

Legal Aid Agency, London Borough of Camden, Comic Relief, City Bridge Trust, Money Advice Service
Money Advice Trust, Linklaters, Clifford Chance and Trust for London.

This year we had a team of 20 walkers from Mary Ward Legal Centre and Mary Ward Centre for the London Legal Support Trust Legal Walk in May. Once again, we were lucky to have a beautiful evening for the walk through London's parks raising over £2,000 in the process. A number of other organisations raised money on our behalf, and for this we thank the Legal Walk teams at: Linklaters, Eversheds and Outer Temple Chambers.

The dedication and expertise of all those who work at the Mary Ward Legal Centre meant we helped over 3,000 clients this year. The need continues to grow and we are only constrained by the lack of funding with which to be able to provide the resources to help more people in need of advice.

Over the next year the Centre expects to increase its capacity through obtaining further additional funding and to begin planning to expand into a new geographical area as part of the Mary Ward Settlement's strategy of establishing a new centre in the east of London. We look forward to maximising the benefit of these new opportunities for the ever expanding group of clients who so desperately need our services.

Frances Bates
Chair

MARY WARD LEGAL CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2017

The trustees are pleased to present their annual directors' report, together with the financial statements of the charity for the year ended 31 July 2017. This report is also prepared to meet the requirements for a directors' report and financial statements for Companies Act purposes.

The Mary Ward Legal Centre (the Centre) is a company limited by guarantee (number 2786099), is a registered charity (number 1024148) and is governed by its Memorandum of Association dated 25 January 1993.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 from accounting periods commencing 1 January or later.

PRINCIPAL ACTIVITIES AND OBJECTIVES

THE PURPOSE OF THE CHARITY

The principal object of the Centre is to provide members of the public in conditions of need, hardship or distress with advice, information, assistance and representation dealing with the question of housing, welfare rights, employment, immigration, taxation, insolvency and bankruptcy and other financial and legal problems.

The Legal Centre's portfolio of service activities include:

- provision of free specialist legal advice, casework and legal representation services in the following areas of social welfare law: debt, housing and welfare benefits;
- work with local communities to address financial inclusion issues and enable local people to manage their money; and
- provision of general legal advice to Londoners through evening advice clinics staffed by volunteer solicitors and barristers from central London law firms and chambers.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit, including the guidance 'Public benefit: running a charity (PB2)', when reviewing the Legal Centre's aims and objectives and in planning future activities.

The Legal Centre is a wholly owned subsidiary of the Mary Ward Settlement. The Settlement is a registered charity (number 223066) and a company limited by guarantee (number 46188). As well as the provision of legal advice the Settlement's other main activity is the provision of adult education.

CORE VALUES AND OBJECTIVES

The Centre's core values are:

- Putting the needs and aspirations of current and potential clients at the centre of all that it does;
- Providing consistently high and professional standards across its services;
- Promoting access to justice and providing legal advice for the poorest and most disadvantaged;
- Promoting collaborative work, both across the Settlement and with partner organisations;
- Advancing equality, eliminating discrimination, and fostering good relations among all its users;
- Meeting, or exceeding, the expectations of its key stakeholders, service users and partners;
- Aiming for excellence in the outcomes and impact of its services;
- Providing access to training and development in order that all staff may achieve their potential and be motivated and committed to their work and these core values; and
- Maintaining an open, honest, accountable and fair approach in all our communications with all its service users, staff and other stakeholders.

THE MARY WARD LEGAL CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2017

CORE VALUES AND OBJECTIVES (continued)

The Centre's strategic objectives are:

- To provide a range of services that delivers its Mission in ways that are relevant now and also look to the future;
- To deliver excellent services;
- To maintain an organisational structure and culture which realises the Mission and Core Values;
- To maintain good financial health in order to ensure the sustainable delivery of its Mission and objectives;
- To provide an environment and facilities that support the delivery of excellent services;
- To plan for and provide equipment and technology that support excellent service delivery and effective management; and
- To develop partnerships and alliances with other organisations that will improve and extend its ability to deliver our Mission and objectives.

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

ACHIEVEMENTS AND PERFORMANCE

KEY ACHIEVEMENTS

The Legal Centre's specific achievements for 2016/17 are outlined below:

- Continuing to prevent homelessness, improve people's housing conditions, combat poverty, help people reduce their debt and maximise their income through providing free specialist casework and representation in housing, debt and welfare benefits;
- Helping 3,000 people with their legal issue;
- Delivering against contractual funding outputs and outcomes;
- Delivering debt advice at outreach venues across London;
- Developing and delivering Money Skills workshops with funding from Comic Relief to improve the financial literacy of people living in Camden;
- Developing Financial Capability course materials for people with English as a second language with funding from Money Advice Trust's Innovation Grants scheme;
- Maintaining its pro bono advice service enabling it to help more people resolve their employment law issue who can no longer access this help from legal aid;
- Training volunteers to complete disability benefit forms for clients in need;
- Passing its Legal Aid Agency audit which measure, amongst other things, quality of advice, case management, and people management;
- Securing funding from the Legal Education Foundation as part of its Justice First Fellowship scheme to enable the Legal Centre to take on a trainee solicitor for their two year training contract;
- £950,000 of clients debts were written off;
- Clients receiving help with their welfare benefits matter achieved an average increase of £84 a week in benefits;
- 90% success rate in getting eviction warrants overturned and possession orders suspended in cases of rent arrears; and
- Continuing to play an active role in the development of the Camden Advice Partnership with advice providers in the borough, including ensuring more effective referral arrangements for Camden residents.

THE MARY WARD LEGAL CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2017

FINANCIAL REVIEW

RESULTS

The results for the year are set out on page 11. There has been a surplus for the year of £3,564 (2015/16 : deficit of £77,552). Although as expected, income fell, costs reduced by £145,000, bringing about the turnaround. A significant element of this cost reduction was found in staffing costs following the implementation of the service review at the end of the previous year. 2015/16 costs included redundancy costs (£32,000) arising from the reduction in staffing whilst 2016/17 saw the effect on staffing costs as the Centre operated with a smaller number of staff.

The lower income from the Capitalise contract of £235,731 (2015/16: £293,090) was partly made up through increased income from the Legal Aid Agency and a number of new contracts such as the City Bridge welfare benefits project and the Comic Relief debt project. The two main corporate funders; Linklaters and Clifford Chance both continued with their generous funding, donating £40,000 and £20,980 respectively, but the Centre was unable to establish any new corporate funders as had been hoped for. Overall income from donations was down by £35,078. Building this source of income will continue to be a part of the strategy in future years.

Costs fell to £941,814 compared to the previous year (2015/16: £1,086,761), with staffing cost reductions being the main reason for this fall. Total salary costs were £755,014 including cross charges for central service support staff and the newly unified front desk service, an outcome of the service review in the previous year. This compared with a total staff cost of £887,935 in the previous year, a reduction of £153,410. Operational and administrative non-staffing costs both fell, largely as a result of careful management, to £35,058 and £45,883 respectively, compared to £37,744 and £54,463 in 2015/16. Premises costs were marginally down with a series of savings overcoming a rise in general rates in April. The full year impact of the increase in rates will mean that a small increase in premises costs in 2017/18 is to be expected.

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 2017 were £222,611 (2015/16: £219,047) equivalent to 2.9 months' planned unrestricted expenditure, 48% of target (2015/16: 2.5 months, 41% of target level). The expectation is that there will be a small but steady improvement in reserves in each of the coming years but that 4 months of unrestricted expenditure is a more realistic target over the life of the next strategic plan.

PLANS FOR FUTURE PERIODS

Looking forward the Legal Centre expects to be able to achieve the following:

- To recruit and train law students to help triage clients accessing our services to enable us to deal with increasing demand;
- To secure funding for a housing support worker to enable us to provide a more holistic service to vulnerable clients in order to sustain tenancies and help break the cycle of homelessness;
- To secure a new Legal Aid contract in housing and welfare benefits;
- To train and support more volunteers on our disability benefits form filling clinic;
- To continue to seek new sources of income and funding to deliver specialist legal advice services including raising unrestricted income through the 1,000 cases campaign;
- To continue to develop a public legal education programme in financial literacy, including producing course materials for people who have English as a second language, which will be widely disseminated for others to use; and
- To maintain the volume of specialist housing and debt advice provided.

**THE MARY WARD LEGAL CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2017**

REFERENCE AND ADMINISTRATIVE DETAILS

Charity number: 1024148
Company number: 2786099
Address; 10 Great Turnstile, London WC1V 7JU
Registered office: 42 Queen Square, London WC1N 3AQ

OUR ADVISERS

Auditor Buzzacott LLP
130 Wood Street
London EC2V 6DL

Internal Auditors Mazars LLP
Tower Bridge House
St Katharine's Way
London E1W 1DD

Bankers The Co-operative Bank plc
3rd Floor, St Paul's House
10 Warwick Lane
London EC4M 7BP

DIRECTORS AND TRUSTEES

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Frances Bates
Jim Bewsher
Maureen Brewster
Nadine Cartner joined June 2017
Helen Carty
Peter Clyne retired March 2017
John Edwards
Austin Hill
Alex Horsup
Alan Humphreys resigned June 2017
Nicole Kar resigned March 2017
Jake Lee retired March 2016
Beatriz Montoya joined June 2017
Raja Nadarajan
Andrew Peck
Kathryn Watters
Emma Wyatt joined October 2016

Company Secretary: Suzanna Jackson

Ms Maureen Brewster has not been active as a trustee due to ill health since September 2016.

Mr Raja Nadarajan has not been active as a trustee due to work commitments since March 2017. Mr Nadarajan returned to full trustee responsibilities in September 2017.

THE MARY WARD LEGAL CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2017

REFERENCE AND ADMINISTRATIVE DETAILS (continued)

KEY MANAGEMENT PERSONNEL

The Legal Centre's key management personnel:

Suzanna Jackson	Chief Executive
Paula Twigg	Director of the Legal Centre
Allister Duncan	Head of Finance and Resources

STRUCTURE, GOVERNANCE AND MANAGEMENT

APPOINTMENT OF TRUSTEES

The Centre operates selection criteria for recruitment of trustees to the 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.

TRUSTEE INDUCTION AND TRAINING

Each new trustee will have an induction programme designed to meet their needs as a trustee. The content of the programme will vary depending on their level of experience as a charity trustee and their knowledge and understanding of the Centre.

The programme will include spending time with each of the key management personnel. They are also encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

ORGANISATION

The Centre has its own Board of up to 14 members. However all Board members are members of the Settlement Board, and it is the Settlement's Board that effectively governs the whole organisation, including the Legal Centre, and which meets regularly to provide leadership and strategic direction. Sub-committees of the Settlement 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 Director of the Legal Centre and the Head of Finance and Resources.

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.

RELATED PARTIES AND CO-OPERATION WITH OTHER ORGANISATIONS

None of the trustees receive remuneration or other benefit from their work with the charity, unless they are separately employed by the Centre as a member of staff. Any connection between a trustee or senior manager of the charity and any organisation associated with the Centre must be disclosed to the Board of trustees in the same way as any contractual relationship with a related party. In the current year no such related party transactions were reported.

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.

THE MARY WARD LEGAL CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2017

PAY POLICY FOR KEY MANAGEMENT PERSONNEL

The Board of Directors, who are the Centre's trustees, and the Senior Management Team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Centre on a day to day basis. All directors give of their time freely, except when employed by the Centre in some other capacity than as a trustee, and no director received remuneration in the year for their role as a trustee. There were no expenses and no related party transactions for the year ended 31 July 2017.

The pay of the Senior Management Team is reviewed annually by the Remuneration Committee, which then makes recommendations to the full Board.

RISK MANAGEMENT

The trustees have a risk management strategy which comprises the following:

- Termly reviews by the Audit and Risk Committee of the principal risks and uncertainties facing the charity;
- Termly reviews of the policies, systems and procedures in place to mitigate those risks and uncertainties;
- An annual request that trustees identify their own view of what the key risks are;
- An annual report on risk, by the Audit and Risk Committee, for the full Board; and
- The implementation of systems and procedures designed to mitigate any potential impact should the risk actually arise.

This work has identified that financial sustainability is the most significant risk to the Centre, given that 70%+ of its income comes from three sources: the Capitalise debt contract, the Legal Aid Agency (LAA) funding of housing advice; and Camden Council. The Capitalise contract runs until March 2018, and it remains unclear whether there will be further funding beyond this. The LAA are undertaking a tendering exercise during 2017/18 and the Centre will make an application for a new contract. Given the performance in delivering the current contract there is an every reason to believe that the LAA will grant the Centre further funding. The Centre enjoys a very positive relationship with Camden Council, but, given the financial pressures being faced by local authorities, we cannot presume that the current funding will continue to be provided. The expectation is that Camden will review and re-tender their advice contracts in 2018/19.

The main forms of mitigation are active contract management, with a special emphasis on maintaining good working relationships with each of those key funders. The other on-going mitigating action is to continue to try to diversify our source of funds. The Centre has been successful in accessing new streams of funding, but these are small in comparison to the existing contracts (£10k - £50k) and tend to be time limited to usually no more than 3 years.

Other significant risks facing the Centre are increasing demands being placed on already hard working staff; quality failure in the advice being offered; and falling numbers of clients who the Centre are funded to offer services to. The first is mitigated by the use of an effective performance management system and the regular use of team meetings, alongside a culture of encouraging open and honest communication. The second is minimised by the operation of an effective quality management system which is regularly externally assessed and the third is addressed by continuing to grow and develop the pro bono evening advice sessions provided by qualified lawyers from many of London's top firms such as Linklaters and Clifford Chance.

Other operational risks are considered to be at a low level and are monitored by management.

THE MARY WARD LEGAL CENTRE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2017

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

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

Company law requires the directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS102);
- 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 proper 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.

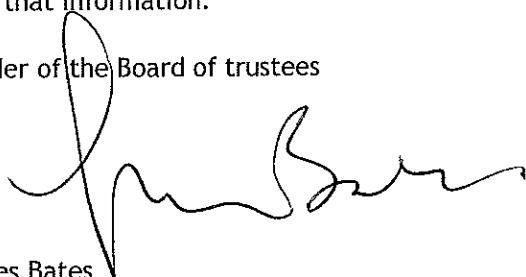
The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's web-site. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

STATEMENT AS TO THE DISCLOSURE TO OUR AUDITORS

In so far as the trustees are aware at the time of approving our trustees annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the charity's auditor is unaware; and
- the trustees, having made enquiries of fellow directors and the charity's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

By order of the Board of trustees



Frances Bates
Chair

12 December 2017

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

Opinion

We have audited the financial statements of The Mary Ward Legal Centre (the 'charitable company') for the year ended 31 July 2017 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at 31 July 2017 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- ◆ the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- ◆ the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

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

- ◆ the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- ◆ the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- ◆ adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ certain disclosures of trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.



Catherine Biscoe (Senior Statutory Auditor)
For and on behalf of Buzzacott LLP, Statutory Auditor
130 Wood Street
London
EC2V 6DL
Date

12 December 2017

**THE MARY WARD LEGAL CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2017**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	<i>Total Funds</i> 2016 £
INCOME FROM:					
Donations and legacies	3	146,665	-	146,665	181,743
<i>Charitable activities:</i>					
Legal Services	4	777,599	20,486	798,085	826,502
Interest income	5	628	-	628	964
TOTAL INCOME		<u>924,892</u>	<u>20,486</u>	<u>945,378</u>	<u>1,009,209</u>
EXPENDITURE ON:					
<i>Raising funds:</i>					
Generating donations and grants		16,701	-	16,701	16,081
<i>Charitable activities:</i>					
Legal services	6	904,627	20,486	925,113	1,070,680
TOTAL EXPENDITURE		<u>921,328</u>	<u>20,486</u>	<u>941,814</u>	<u>1,086,761</u>
NET INCOME/(EXPENDITURE) AND MOVEMENT IN FUNDS		<u>3,564</u>	<u>-</u>	<u>3,564</u>	<u>(77,552)</u>
RECONCILIATION OF FUNDS:					
FUNDS AT 1 AUGUST 2016		219,047	-	219,047	296,599
FUNDS AT 31 JULY 2017		<u>222,611</u>	<u>-</u>	<u>222,611</u>	<u>219,047</u>

All income and expenditure derive from continuing activities.

The charitable company has no recognised gains or losses other than those shown above.

In 2016 all income from donations and legacies and interest income was unrestricted. Expenditure on raising funds was also unrestricted.

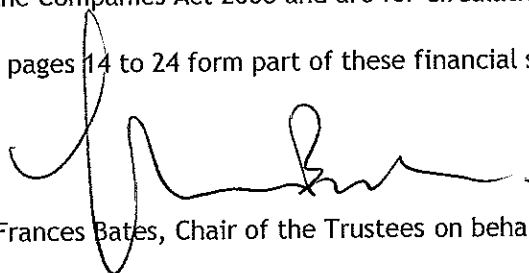
**THE MARY WARD LEGAL CENTRE
BALANCE SHEET
AS AT 31 JULY 2017**

	Notes	2017 £	2016 £
FIXED ASSETS			
Tangible assets	15	-	-
CURRENT ASSETS			
Work in progress	16	41,187	71,163
Debtors	17	197,261	179,640
Cash at bank and in hand		256,947	243,406
		<u>495,395</u>	<u>494,209</u>
LIABILITIES			
Creditors: amounts falling due within one year	18	(149,027)	(151,405)
		<u>346,368</u>	<u>342,804</u>
NET CURRENT ASSETS			
		346,368	342,804
TOTAL ASSETS LESS CURRENT LIABILITIES			
Creditors: amounts falling due after more than one year	20	(123,757)	(123,757)
		<u>222,611</u>	<u>219,047</u>
NET ASSETS			
THE FUNDS OF THE CHARITY:			
UNRESTRICTED FUNDS			
General fund		222,611	219,047
		<u>222,611</u>	<u>219,047</u>
RESTRICTED FUNDS			
	21	-	-
TOTAL FUNDS			
		<u>222,611</u>	<u>219,047</u>

The trustees have prepared the financial statements in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual financial statements required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 14 to 24 form part of these financial statements.

Signed



Name Frances Bates, Chair of the Trustees on behalf of the Trustees

Approved by the Trustees on 12 December 2017

Company registration number: 2786099

**THE MARY WARD LEGAL CENTRE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDING 31 JULY 2017**

	Notes	2017 £	2016 £
Net cash flows from operating activities:	24	12,913	(119,019)
Cash flows from investing activities:			
Interest income		628	964
Cash provided by investing activities		<u>628</u>	<u>964</u>
Change in cash and cash equivalents in the year		13,541	(118,055)
Cash and cash equivalents at the beginning of the year		243,406	361,461
Cash and cash equivalents at the end of the year		<u>256,947</u>	<u>243,406</u>

THE MARY WARD LEGAL CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below:

a) Basis of preparation

The financial statements have been prepared for the year to 31 July 2017. They have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below, or the notes to these financial statements. They have been prepared in accordance with 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 (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Mary Ward Legal Centre (the Centre) meets the definition of a public benefit entity under FRS102.

The financial statements are presented in sterling and are rounded to the nearest pound.

b) Preparation of the financial statements on a going concern basis

The Centre reported a cash inflow of £13,541. The trustees are of the view that the immediate future for the Centre, over the next 12 to 18 months, is secure and, on that basis, the charity is a going concern.

The fixed term nature of the major contracts on which the Centre relies continue to represent a significant risk. This has been mitigated, as far as it is possible to do so, by continuing to develop the working relationship with those funders, by ensuring the highest quality of service delivery as possible and by striving to meet targets where set.

c) Critical accounting estimates and areas of judgement

Preparation of the financial statements requires the trustees to make significant judgements and estimates.

The item in the financial statements where these judgements and estimates have been made consist of the recoverability of work in progress and any consequent provision needed against work-in-progress and related debtors.

d) Income recognition

Income is recognised in the period in which the charity has entitlement to the income and the amount can be measured reliably and it is probable that the income will be received. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

Income comprises donations, bank interest, grants, fee and contractual income and other sundry income. Donations and grants are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations and grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

**THE MARY WARD LEGAL CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

1. ACCOUNTING POLICIES (continued)

d) Income recognition (continued)

Fee and contractual income represent the amounts receivable for the services provided to clients, excluding value added tax, under contractual obligations which are performed gradually over time. Incomplete contracts at the balance sheet date are accounted for by reference to the fair value of the work performed and amounts due but not received at the balance sheet date are described in the financial statements as contractual income debtors.

Other sundry income is recognised to the extent that it is probable that the economic benefits will flow to the charity and the revenue can be measured reliably. It is measured at fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

e) Donated services

Donated professional services are recognised as income when the Centre has control over them, any conditions associated with the donated service having been met, the receipt of economic benefit from the use by the Centre of the item is probable and that the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the time of general volunteers is not recognised.

On receipt, donated professional services are recognised on the basis of the value of the gift to the Centre which is the amount that the Centre would have been willing to pay to obtain those services on the open market; a corresponding amount is then recognised in expenditure in the same period as the receipt.

f) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Centre; this is normally upon notification of the interest paid or payable by the Bank.

g) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Centre. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Centre's work.

h) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and is classified as follows:

Expenditure on raising funds includes all expenditure associated with raising funds for the charity. Expenditure comprises the costs of charitable activities in respect to the charity's primary charitable purposes as described in the trustees' report.

All expenditure is stated inclusive of irrecoverable VAT.

**THE MARY WARD LEGAL CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

1. ACCOUNTING POLICIES (continued)

i) Allocation of support costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

Governance costs comprise the costs involving the public accountability of the charity (including audit costs) and costs in respect to its compliance with regulation and good practice.

Support costs and governance costs are apportioned as detailed in note 8.

j) Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities as incurred.

The Centre has a 15 year operating lease on part of the Settlement's property at 10 Great Turnstile, effective until December 2025. The amount payable under the lease (exclusive of rates and service charge) is £66,840 per annum.

k) Tangible fixed assets

Individual fixed assets costing more than £1,000 or more are capitalised at cost and are depreciated over their useful economic lives on a straight line basis as follows:

Furniture, fixtures and office equipment	20%
--	-----

l) Work in progress

Work in progress is the estimated value of legal work completed that could have been invoiced at 31 July of the year in question.

m) Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

n) Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

**THE MARY WARD LEGAL CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

1. ACCOUNTING POLICIES (continued)

o) Creditors

Creditors are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

p) Pension contributions

Contributions in respect of the charity's defined contribution pension scheme are charged to the statement of financial activities when they are payable to the scheme. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions. The scheme is operated by the National Employers Savings Trust (NEST). Staff make a contribution of 2% and the Centre 6%.

**THE MARY WARD LEGAL CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

2. LEGAL STATUS OF THE CENTRE

The Centre is a company limited by guarantee and 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.

3. INCOME FROM DONATIONS AND LEGACIES

	2017	2016
	£	£
Donations:		
Gifts	71,665	106,743
Donated services	75,000	75,000
	146,665	181,743

All of the donations in both years were unrestricted. Gifts include an annual payment of £40,000 from Linklaters LLP and £20,980 from Clifford Chance LLP. Donated services comprise the estimated value of seconded trainee solicitors from the same two firms. The equivalent expenditure of the donated services is included in operational staff costs.

The Centre also benefits from the involvement and support of a number of other volunteers. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of general volunteers is not recognised in the financial statements.

4. INCOME FROM CHARITABLE ACTIVITIES

	2017	2016
	£	£
Legal services:		
Revenue grants	27,486	60,552
Advice and casework	770,599	765,950
	798,085	826,502

Income from charitable activities was £798,085 (2016: £826,502) of which £777,599 was unrestricted (2016: £785,950) and £20,486 was restricted (2016: £40,552).

5. INTEREST AND INVESTMENT INCOME

All of the Centre's interest and investment income of £628 (2016: £964) comes from money held in interest bearing deposit accounts.

**THE MARY WARD LEGAL CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	2017 £	2016 £
Salaries	538,399	756,204
Casework costs	15,259	16,291
Insurance	11,165	9,010
Other direct costs	8,634	12,443
Support costs	351,656	276,732
	925,113	1,070,680

Expenditure on charitable activities was £925,113 (2016: £1,070,680) of which £904,627 was unrestricted (2016: £1,030,128) and £20,486 was restricted (2016: £40,552).

7. SUMMARY ANALYSIS OF EXPENDITURE AND RELATED INCOME FOR CHARITABLE ACTIVITIES

	2017 £	2016 £
Costs	(925,113)	(1,070,359)
Advice and casework contracts	770,599	765,950
Revenue grants	27,486	60,552
	(127,028)	(243,857)

8. ANALYSIS OF SUPPORT COSTS (incl. GOVERNANCE COSTS)

	2017 £	2016 £
Staff costs	216,612	131,731
Recruitment costs	2,103	350
Computer costs	14,155	17,226
Audit costs	7,400	9,820
Premises	105,862	106,619
Other support costs	22,225	27,067
	368,357	292,813

Support staff costs have risen following the service review with legal secretaries, previously treated as an operational cost, being replaced by administrative staff. The cross charging of central support staff also increased to reflect the range of services being provided to the Centre by the Settlement. Staff costs are allocated to the cost of raising funds based on 25% of the cost of the Director of the Legal Centre's time. Other support costs are allocated on the same proportion of this staff cost compared to the total staff cost. The allocation in 2016/17 is 1.84% of total staff costs (2015/16: 1.55%). Staff costs allocated were £13,909 (2015/16: £13,729) and other costs £2,792 (2015/16: £2,352) was allocated on this basis. All other support costs are deemed to be expenditure on charitable activities.

**THE MARY WARD LEGAL CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

9. NET INCOME/(EXPENDITURE) FOR THE YEAR

	2017 £	2016 £
This is stated after charging:		
Auditor's remuneration	7,400	9,820
Operating lease rentals	<u>66,840</u>	<u>66,840</u>

10. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL

	2017 £	2016 £
Wages and salaries	657,284	793,410
Social security costs	55,531	56,168
Other pension costs	42,196	38,357
	<u>755,011</u>	<u>887,935</u>

No employees' remuneration was above £60,000 in the year (2016: none).

The Centre's trustees were not paid (2016: £nil) nor did they receive any other benefits from employment, nor were they reimbursed any expenses (2016: £nil) except where they were employed separately by the Centre's parent company, the Mary Ward Settlement, or by the Settlement's operating entity, the Mary Ward Centre. No Centre trustee received payment for professional or other services supplied to the charity (2016: £nil).

The key management personnel of the Centre comprise the trustees and the Director of the Centre. It also includes the Warden and Head of Finances and Resources, both of whom are employed by the Centre's parent company, the Mary Ward Settlement, which bears all of their employment costs.

11. STAFF NUMBERS

The average number of staff employed each month was 17 (2016: 25). The average number of staff, in both number and full-time equivalent, employed each month was as follows:

	2017		2016	
	No.	fte	No.	fte
Operational staff	14	13	16	14
Support staff	<u>3</u>	<u>2</u>	<u>9</u>	<u>7</u>
	<u>17</u>	<u>15</u>	<u>25</u>	<u>21</u>

The service review in 2016 resulted in 4 posts (two operational and two support) being made redundant and the front desk team (four posts) being transferred to the Mary Ward Centre's team.

**THE MARY WARD LEGAL CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

12. ULTIMATE PARENT UNDERTAKING AND RELATED PARTY TRANSACTIONS

The Mary Ward Settlement, a registered charity (Charity Registration Number 223066) and company (Company Registration Number 46188) is the ultimate parent undertaking of The Mary Ward Legal Centre. The financial statements do not include disclosure of transactions between the charity and the Settlement. As a 100% controlled subsidiary undertaking, Mary Ward Legal Centre is exempt from the requirement to disclose such transactions under Financial Reporting Standard 102 Section 33.

There were no other related party transactions in the year (2016: none).

13. GOVERNMENT GRANTS

The Centre receives income from both the Legal Aid Agency and the London Borough of Camden. However all of the funding is contractual and relates directly to the provision of services.

14. CORPORATION TAXATION

The Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

15. TANGIBLE FIXED ASSETS

	Computer equipment £	Furniture, fixtures and Fittings £	Total £
Cost:			
At 1 August 2016 and 31 July 2017	37,792	24,408	62,200
	<hr/>	<hr/>	<hr/>
Depreciation:			
At 1 August 2016 and 31 July 2017	37,792	24,408	62,200
	<hr/>	<hr/>	<hr/>
Net book value:			
At 31 July 2017	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 July 2016	-	-	-
	<hr/>	<hr/>	<hr/>

16. WORK IN PROGRESS

Work in progress is the value of legal casework completed but not assessed by the Legal Aid Agency.

**THE MARY WARD LEGAL CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2017	2016
	£	£
Trade debtors	158,598	159,769
Other debtors	1,357	3,022
Prepayments and accrued income	37,306	16,849
	<u>197,261</u>	<u>179,640</u>

18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2017	2016
	£	£
Taxes and social security costs	24,590	19,754
Accruals and deferred income	97,290	106,152
Annual leave accrual	17,480	16,710
Other creditors	9,667	7,251
Amounts owed to group companies	-	1,538
	<u>149,027</u>	<u>151,405</u>

19. DEFERRED INCOME

Deferred income is made up of income, received in advance, for services to be delivered after the 31st July 2017.

	2017	2016
	£	£
Opening balance as at 1 August	65,605	133,317
Amount released to income earned from charitable activities	(65,605)	(133,317)
Amount deferred in year	66,306	65,605
Balance as at 31 July	<u>66,306</u>	<u>65,605</u>

20. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	2017	2016
	£	£
Mary Ward Settlement	123,757	123,757
	<u>123,757</u>	<u>123,757</u>

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

**THE MARY WARD LEGAL CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

21. ANALYSIS OF CHARITABLE FUNDS

	Balance 1 August 2016 £	Movement in resources Income £	Expenditure £	Transfers	Balance 31 July 2017 £
Restricted funds:					
Trust for London	-	20,486	(20,486)	-	-
Total restricted funds	<u>-</u>	<u>20,486</u>	<u>(20,486)</u>	<u>-</u>	<u>-</u>
Unrestricted funds:					
General fund	219,047	924,892	(921,328)	-	222,611
Total unrestricted funds	<u>219,047</u>	<u>924,892</u>	<u>(921,328)</u>	<u>-</u>	<u>222,611</u>
Total funds	<u>219,047</u>	<u>945,378</u>	<u>(941,814)</u>	<u>-</u>	<u>222,611</u>

<u>Name of Fund</u>	<u>Description, nature and purpose of fund</u>
General Fund	Funds that can be used for any purpose consistent with the achievement of the Centre's charitable objectives.
The Trust for London	Originally set up to help fund the Centre's employment legal advice service. However, following the changes to Legal Aid funding, this service was closed and the fund now exists to help meet the cost of the Centre's pro bono employment advice clinic.

**THE MARY WARD LEGAL CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

22. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed assets £	Current assets £	Liabilities £	Total £
General fund	-	495,395	(272,784)	222,611
Restricted funds	-	-	-	-
	<u>-</u>	<u>495,395</u>	<u>(272,784)</u>	<u>222,611</u>

23. POST BALANCE SHEET EVENTS

There have been no events that will have a material impact on the financial statements.

24. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET FLOW FROM OPERATING ACTIVITIES

	2017 £	2016 £
Net movement in funds	3,564	(77,552)
(Increase)/decrease in work in progress	29,976	(24,366)
(Increase)/decrease in debtors	(17,621)	57,828
(Decrease)/increase in creditors	(2,378)	(73,965)
Interest earned	(628)	(964)
Net cash used in operating activities	<u>12,913</u>	<u>(119,019)</u>

25. CLIENT MONIES

As at 31 July 2017 the Mary Ward Legal Centre held money on behalf of clients in "Client" bank accounts of £228,993 (2016: £147,575).

THE MARY WARD LEGAL CENTRE
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2017

This page does not form part of the audited financial statements

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	<i>Total Funds</i> 2016 £
INCOME				
Grants				
London Borough of Camden - Communities In the Know	-	-	-	17,833
St. Andrew's Holborn Charity	-	-	-	10,000
Trust for London	-	20,486	20,486	20,492
London Legal Support Trust	7,000	-	7,000	10,000
Hampstead Wells & Campden Trust	-	-	-	2,227
	<u>7,000</u>	<u>20,486</u>	<u>27,486</u>	<u>60,552</u>
Advice, casework and net disbursements				
Legal Services Commission - NfP grant	31,176	-	31,176	45,962
Legal Services Commission - Clerkenwell CC	5,814	-	5,814	4,935
MAS Capitalise debt project	235,731	-	235,731	293,090
LB Camden Specialist Advice Services	161,550	-	161,550	162,000
LB Camden Disability project	101,720	-	101,720	110,786
Comic Relief debt project	12,613	-	12,613	-
City Bridge welfare benefits project	31,575	-	31,575	-
Money Advice Trust	8,542	-	8,542	-
Cardinal Hume Centre	2,700	-	2,700	1,200
Training income	408	-	408	-
Other advice, casework & net disbursements	178,769	-	178,769	147,977
	<u>770,599</u>	<u>-</u>	<u>770,599</u>	<u>765,950</u>
Other				
General donations and fundraising	10,310	-	10,310	45,373
Linklaters donations	40,000	-	40,000	40,000
Clifford Chance donations	20,980	-	20,980	20,980
Value in kind - Linklaters	25,000	-	25,000	25,000
Value in kind - Clifford Chance	50,000	-	50,000	50,000
Clients' contributions	375	-	375	390
Interest on deposit account	628	-	628	964
	<u>147,293</u>	<u>-</u>	<u>147,293</u>	<u>182,707</u>
TOTAL INCOME	924,892	20,486	945,378	1,009,209
TOTAL EXPENDITURE	921,328	20,486	941,814	1,086,761
SURPLUS (DEFICIT)	<u>3,564</u>	<u>-</u>	<u>3,564</u>	<u>(77,552)</u>

**THE MARY WARD LEGAL CENTRE
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2017**

This page does not form part of the audited financial statements

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	<i>Total Funds</i> 2016 £
EXPENDITURE				
ADMINISTRATION				
Salaries and related contributions	216,612	-	216,612	131,731
Recruitment advertising + other costs	2,103	-	2,103	350
Postage and carriage	4,688	-	4,688	5,044
Telephone and fax	9,446	-	9,446	9,868
Printing and stationery	2,658	-	2,658	3,285
Photocopying	1,850	-	1,850	1,759
Audit and accountancy	7,400	-	7,400	9,820
Consultancy fees	-	-	-	-
Travelling	1,848	-	1,848	1,683
General office expenses (incl. H&S)	9	-	9	863
Equipment maintenance	761	-	761	3,500
General computer expenses	14,155	-	14,155	17,226
PR literature/brochures & fundraising	707	-	707	900
Other	258	-	258	165
	<u>262,495</u>	<u>-</u>	<u>262,495</u>	<u>186,194</u>
ESTABLISHMENT				
Rent	66,890	-	66,890	66,840
Service charge	9,687	-	9,687	8,395
General + water rates	12,458	-	12,458	11,674
Electricity + gas	7,739	-	7,739	7,944
Cleaning	4,972	-	4,972	6,224
Premises maintenance	4,116	-	4,116	5,542
	<u>105,862</u>	<u>-</u>	<u>105,862</u>	<u>106,619</u>
OPERATIONAL				
Salaries and related contributions	517,913	20,486	538,399	756,204
Irrecoverable disbursements	749	-	749	5,768
Case cost drafting fees	7,953	-	7,953	4,309
File storage	6,557	-	6,557	6,214
Solicitors practising certificates	1,932	-	1,932	2,112
Insurance	9,233	-	9,233	6,898
Books + subscriptions	2,409	-	2,409	3,849
Volunteers' expenses	155	-	155	639
Refreshments/meal allowances/ other staff expenses	1,481	-	1,481	1,226
Training costs	4,319	-	4,319	6,149
Project related costs	270	-	270	580
Event-related expenses	-	-	-	-
	<u>552,971</u>	<u>20,486</u>	<u>573,457</u>	<u>793,948</u>
DEPRECIATION				
Furniture and fixtures	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURE	<u>921,328</u>	<u>20,486</u>	<u>941,814</u>	<u>1,086,761</u>