

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 2014**

THE MARY WARD LEGAL CENTRE  
GENERAL INFORMATION

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**DIRECTORS AND TRUSTEES**

H Carty (appointed March 2014)  
J Chamberlain  
P Clyne  
S Dowd  
J Edwards  
D Good (Chair)  
A Horsup (appointed March 2014)  
J Lee  
C Millington (Vice Chair)  
J Monk  
R Nadarajan  
I Payne  
A Peck (appointed March 2014)  
M Shah (Treasurer)

J Barber (resigned March 2014)  
R Smeath (resigned March 2014)  
C Wilson (resigned December 2013)

**SECRETARY**

S Jackson

**COMPANY NUMBER**

2786099

**CHARITY NUMBER**

1024148

**ADDRESS**

10 Great Turnstile  
London  
WC1V 7JU

**REGISTERED OFFICE**

42 Queen Square  
London  
WC1N 3JZ

**AUDITOR**

Buzzacott LLP  
130 Wood Street  
London  
EC2V 6DL

**BANKERS**

The Co-operative Bank plc  
64-66 Southampton Row  
London  
WC1B 5AL

**CHIEF EXECUTIVE**

S Jackson

**DIRECTOR**

P Twigg

**THE MARY WARD LEGAL CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**— DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 JULY 2014**

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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 2014. This report also represents the trustees' report as required by Part 8 of the Charities Act 2011.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Mary Ward Legal Centre (the 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 its own Board. 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. During 2013/14 the previously stand alone finance function was absorbed in to the Settlement's central service and the role of Legal Centre Finance Manager was made redundant.

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 directors to the Board so as to ensure that their skills and experience reflect the governance and operational needs of the Centre. Prospective directors are interviewed by the Mary Ward Settlement Nominations Committee, which includes at least one director from the Mary Ward Legal Centre. On selection, references will be taken up as to their suitability to be a director prior to a vote by the Mary Ward Legal Centre directors.

**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 Board is risk aware, has an established risk management policy, and carries out regular risk identification exercises including reviews by the Board of major risks 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 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 directors 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 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

**THE MARY WARD LEGAL CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 JULY 2014**

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**PRINCIPAL ACTIVITIES AND OBJECTIVES (CONTINUED)**

- provision of general legal advice to Londoners through evening advice clinics staffed by volunteer solicitors and barristers from central London law firms and chambers

**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 we do;
- Providing consistently high and professional standards across our service;
- 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 our users;
- Meeting, or exceeding, the expectations of our key stakeholders, service users and partners;
- Aiming for excellence in the outcomes and impact of our 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 our service users, staff and other stakeholders.

The Centre's strategic objectives are:

- To provide a range of services that delivers our Mission in ways that are relevant now and 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 our 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 our ability to deliver our Mission and objectives.

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

The Legal Centre's services are mainly funded through Legal Aid (in housing and debt), the London Borough of Camden, and the Money Advice Service through the Capitalise Partnership for debt advice. Other sources of income in 2013/14 include funding from Trust for London, The Legal Education Trust, St Giles and St Andrew Holborn, and donations from individuals and from Linklaters LLP and Clifford Chance LLP.

**KEY ACTIVITIES AND ACHIEVEMENTS**

The Legal Centre's specific achievements for 2013/14 are addressed below:

- We continued 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;
- We helped 3,500 people with their legal issues;
- We continued to help Camden residents to improve their financial literacy;
- We delivered against contractual funding outputs and outcomes;
- We successfully managed the process of losing a large amount of legal aid funding following Government cuts to the legal aid scheme;
- We secured the continuation of funding for our debt advice service from the Money Advice Service with a new 3 year contract to run from October 2014;
- We secured additional funding from Camden Council to provide a welfare rights service to people in Camden who have disability and/or long term health condition;

THE MARY WARD LEGAL CENTRE  
(A COMPANY LIMITED BY GUARANTEE)  
DIRECTORS' REPORT  
FOR THE YEAR ENDED 31 JULY 2014

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**PRINCIPAL ACTIVITIES AND OBJECTIVES (CONTINUED)**

**KEY ACTIVITIES AND ACHIEVEMENTS (CONTINUED)**

- We secured funding from the Legal Education Foundation and Camden Council to develop a public legal education programme on welfare rights to increase the knowledge, skills and ability of highly disadvantaged residents to deal with the impact of welfare reform;
- We expanded our pro-bono employment advice service in response to the reduced access following the legal aid cuts by taking on more volunteer employment lawyers - this has enabled us to help more people resolve their employment law issue; and
- We continued 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.

**FINANCIAL REVIEW**

**RESULTS**

The results for the year are set out on page 7. There has been a surplus for the year of £55,567 (2013 : deficit of £5,596).

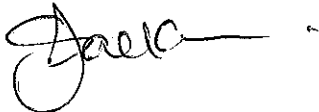
**RESERVES**

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 2014 were equivalent to 3.0 months' planned expenditure (50% of target level). In the following twelve months the Board plans to review the appropriate reserves target level and means of achieving it.

**PLANS FOR FUTURE PERIODS**

- To develop our capacity to recruit and train volunteers to support and increase our advice services;
- To continue to seek new sources of income and funding to deliver specialist legal advice services including raising unrestricted income through the 1000 cases campaign;
- To develop a public legal education programme in social welfare law (with a focus on welfare rights), as a means to improve access to justice;
- Increase the provision of welfare benefits advice; and
- Maintain the volume of specialist housing and debt advice provided.

Suzanna Jackson  
Secretary  
9 December 2014



THE MARY WARD LEGAL CENTRE  
STATEMENT OF DIRECTORS' RESPONSIBILITIES

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The directors are responsible for preparing the directors' 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 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 directors 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 directors 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 directors confirms that:

- so far as the director is aware, there is no relevant audit information of which the charity's auditor is unaware; and
- the director has taken all the steps that he/she ought to have taken as a director in order to make himself/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 2014 which comprise the statement of financial activities, the balance sheet, principal accounting policies and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity'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 charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of trustees and auditor

The trustees are also the directors of the charitable company for the purposes of company law. As explained more fully in the statement of directors' responsibilities set out in the Directors' Report, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements and to identify any information that is materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material inconsistencies we consider the implications for our report.

### Opinion on financial statements

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 2014 and of its incoming resources and application of resources, including 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.

### Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Director's Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where 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; or
- ◆ the directors were not entitled to take advantage of the small companies exemption from the requirement to prepare a strategic report.



Avnish Savjani, Senior Statutory Auditor  
for and on behalf of Buzzacott LLP, Statutory Auditor

130 Wood Street  
London  
EC2V 6DL

12 December 2014

**THE MARY WARD LEGAL CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 JULY 2014**

INCOME AND EXPENDITURE	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Interest receivable		369	-	369	1,150
Voluntary income	2	197,633	-	197,633	180,141
Incoming resources from charitable activities					
Legal services	2a	773,106	51,825	824,931	1,056,076
<b>TOTAL INCOMING RESOURCES</b>		<u>971,108</u>	<u>51,825</u>	<u>1,022,933</u>	<u>1,237,367</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities:					
Legal services	3	906,551	51,825	958,376	1,229,338
Governance costs	6	8,990	-	8,990	13,625
<b>TOTAL RESOURCES EXPENDED</b>		<u>915,541</u>	<u>51,825</u>	<u>967,366</u>	<u>1,242,963</u>
<b>NET MOVEMENT IN FUNDS</b>		<u>55,567</u>	<u>-</u>	<u>55,567</u>	<u>(5,596)</u>
<b>FUNDS AT 1 AUGUST 2013</b>		<u>231,618</u>	<u>-</u>	<u>231,618</u>	<u>237,214</u>
<b>FUNDS AT 31 JULY 2014</b>		<u>287,185</u>	<u>-</u>	<u>287,185</u>	<u>231,618</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 2014**

	Notes	2014 £	2013 £
<b>FIXED ASSETS</b>			
Tangible assets	10	546	1,093
<b>CURRENT ASSETS</b>			
Work in progress	1b	50,751	57,361
Debtors	11	165,773	238,953
Cash at bank and in hand		351,783	208,566
		<u>568,307</u>	<u>504,880</u>
<b>CREDITORS: amounts falling due within one year</b>	12	157,911	150,598
<b>NET CURRENT ASSETS</b>		<u>410,396</u>	<u>354,282</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		410,942	355,375
<b>CREDITORS: amounts falling due after more than one year</b>	13	123,757	123,757
<b>NET ASSETS</b>		<u>287,185</u>	<u>231,618</u>
<b>UNRESTRICTED FUNDS</b>			
General fund		287,185	231,618
		<u>287,185</u>	<u>231,618</u>
<b>RESTRICTED FUNDS</b>	1g, 14	-	-
<b>TOTAL FUNDS</b>		<u>287,185</u>	<u>231,618</u>

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



Director  
9 December 2014

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 2014**

**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 £1,000 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 schemes. Conditional upon the payment not causing grave financial problems, an annual payment of either 3% or 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 £75,000 (2013: £79,167) that is estimated to be the value of support received from Linklaters LLP who provided the services of a seconded trainee solicitor for the year and from Clifford Chance LLP who provided two seconded trainee solicitors for the year. The equivalent expenditure of £75,000 (2013: £79,167) has been included in operational staff costs.

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

	2014	2013
	£	£
Legal services:		
Revenue grants	51,825	54,800
Advice and casework	773,106	1,001,276
	824,931	1,056,076

THE MARY WARD LEGAL CENTRE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2014

3. CHARITABLE ACTIVITIES	2014	2013
	£	£
Legal costs		
Direct costs	678,381	933,489
Support costs	279,995	295,849
	<u>958,376</u>	<u>1,229,338</u>
4. DIRECT COSTS	2014	2013
	£	£
Operational staff costs	634,868	889,192
Other operational costs	43,513	44,297
	<u>678,381</u>	<u>933,489</u>
5. SUPPORT COSTS	2014	2013
	£	£
Staff costs	142,832	130,618
Office costs	35,742	62,664
Premises costs	100,861	101,982
Depreciation	547	547
Other support costs	13	38
	<u>279,995</u>	<u>295,849</u>
6. GOVERNANCE COSTS	2014	2013
	£	£
Auditor's remuneration		
Audit fees - current year	12,180	13,750
Audit fees - prior year	(3,190)	(125)
	<u>8,990</u>	<u>13,625</u>

THE MARY WARD LEGAL CENTRE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2014

<b>7. NET INCOMING (OUTGOING) RESOURCES FOR THE YEAR</b>	<b>2014</b>	<b>2013</b>
	£	£
Net incoming(outgoing) resources are stated after charging:		
Depreciation of tangible assets	547	547
Auditor's remuneration	8,990	13,625
Operating lease rentals	66,840	66,840

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

<b>8. STAFF COSTS</b>	<b>2014</b>	<b>2013</b>
	£	£
Wages and salaries	707,216	897,347
Social security costs	58,915	81,852
Other pension costs	11,569	21,035
	777,700	1,000,234

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

	No	No
Operational	13	17
Support	7	7

No employees' remuneration was above £60,000 in the year (2013: none)

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

<b>10. TANGIBLE FIXED ASSETS</b>	<b>Computer equipment</b>	<b>Furniture, fixtures and Fittings</b>	<b>Total</b>
	£	£	£
<b>Cost:</b>			
At 1 August 2013 and 31 July 2014	37,792	24,408	62,200
<b>Depreciation:</b>			
At 1 August 2013	37,792	23,315	61,107
Charge for year	-	547	547
<b>At 31 July 2014</b>	37,792	23,862	61,654
<b>Net book value:</b>			
At 31 July 2014	-	546	546
<i>At 31 July 2013</i>	-	1,093	1,093

THE MARY WARD LEGAL CENTRE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2014

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2014 £	2013 £
Trade debtors	101,246	101,301
Other debtors	32,625	66,347
Amounts owed by group companies	-	2,143
Prepayments and accrued income	31,902	69,162
	<u>165,773</u>	<u>238,953</u>
12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2014 £	2013 £
Taxes and social security costs	33,601	35,826
Accruals and deferred income	93,395	85,196
Other creditors	5,198	11,208
Amounts owed to group companies	25,717	18,368
	<u>157,911</u>	<u>150,598</u>
13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	2014 £	2013 £
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.

14. MOVEMENTS IN FUNDS	Balance 1 August 2013 £	Movement in resources Incoming £	(Outgoing) £	Transfers	Balance 31 July 2014 £
<b>Restricted funds:</b>					
St. Andrew's Holborn	-	6,700	(6,700)	-	-
St Giles	-	7,000	(7,000)	-	-
LB of Camden - Communities in the Know	-	8,917	(8,917)	-	-
The Legal Education Trust	-	9,333	(9,333)	-	-
Trust for London	-	19,875	(19,875)	-	-
<b>Total restricted funds</b>	<u>-</u>	<u>51,825</u>	<u>(51,825)</u>	<u>-</u>	<u>-</u>
<b>Unrestricted funds:</b>					
General fund	231,618	971,108	(915,541)	-	287,185
<b>Total unrestricted funds</b>	<u>231,618</u>	<u>971,108</u>	<u>(915,541)</u>	<u>-</u>	<u>287,185</u>
<b>Total funds</b>	<u>231,618</u>	<u>1,022,933</u>	<u>(967,366)</u>	<u>-</u>	<u>287,185</u>

THE MARY WARD LEGAL CENTRE  
 NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
 FOR THE YEAR ENDED 31 JULY 2014

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

The St. Andrew's Holborn fund was set up in 2012/13 from a grant from the charity towards the costs of providing the Centre's welfare benefits legal advice services.

St Giles fund was set up in 2013/14 from a grant from the charity towards the costs of providing the Centre's welfare benefits and debt legal advice services.

The 'Communities in the Know' fund was set up in 2013/14 from a grant from the London Borough of Camden towards the costs of providing the Centre's welfare benefits and debt legal advice services.

The Legal Education Foundation fund was set up in 2013/14 from a grant from the charity towards the costs of providing the Centre's welfare benefits legal advice services.

The Trust for London fund was set up in 2010/11 from a grant from the Trust towards the costs of providing the Centre's employment legal advice services. With the closure of the Centre's employment advice service the final year of the grant had not been claimed and the fund was closed in July 2013. However, a revised bid was made for the final years funding and this was agreed in order to contribute towards the cost of the Centre's pro bono employment advice clinic.

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

	Fixed assets £	Current assets £	Liabilities £	Total £
General fund	546	568,307	(281,668)	287,185
Restricted funds	-	-	-	-
	546	568,307	(281,668)	287,185

**16. CLIENT MONIES**

As at 31 July 2014 the Mary Ward Legal Centre held money on behalf of clients in "Client" bank accounts of £167,769 (2013: £65,508).

**THE MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2014**

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**17. REVENUE GRANTS RECEIVABLE**

During the year the company received £6,700 from St. Andrew's Holborn Charity, 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 £7,000 from St. Giles Charity, 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 £33,917 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 the provision of financial inclusion advice services to socially and financially excluded Camden residents.

During the year the company received £9,333 from The Legal Education Foundation, 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 £26,500 from the Trust for London towards the costs of its employment advice, casework and representation service, 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 a donation of £40,000 from Linklaters solicitors, which has 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 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 has a 15 year operating lease on its 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.

**THE MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2014**

This page does not form part of the audited financial statements

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	<i>Total Funds</i> 2013 £
<b>INCOME</b>				
<b>Grants</b>				
London Borough of Camden Financial Incl.	25,000	-	25,000	25,000
London Borough of Camden - Communities In the Know	-	8,917	8,917	-
St Giles	-	7,000	7,000	-
St. Andrew's Holborn Charity	-	6,700	6,700	3,300
The Legal Education Foundation	-	9,333	9,333	-
Trust for London	-	19,875	19,875	26,500
	<u>25,000</u>	<u>51,825</u>	<u>76,825</u>	<u>54,800</u>
<b>Advice, casework and net disbursements</b>				
Legal Services Commission - NfP grant	114,466	-	114,466	288,849
Legal Services Commission - Clerkenwell CC	6,963	-	6,963	6,673
MAS Capitalise debt project	342,150	-	342,150	358,500
LB Camden Specialist Advice Services	162,000	-	162,000	162,000
Other advice, casework & net disbursements	122,527	-	122,527	185,254
	<u>748,106</u>	<u>-</u>	<u>748,106</u>	<u>1,001,276</u>
<b>Other</b>				
General donations and fundraising	82,304	-	82,304	10,594
Linklaters donations	40,000	-	40,000	90,000
Value in kind - Linklaters	25,000	-	25,000	25,000
Value in kind - Eversheds	-	-	-	4,167
Value in kind - Clifford Chance	50,000	-	50,000	50,000
Clients' contributions	329	-	329	255
Training & related income	-	-	-	125
Interest on deposit account	369	-	369	1,150
	<u>198,002</u>	<u>-</u>	<u>198,002</u>	<u>181,291</u>
<b>TOTAL INCOME</b>	<b>971,108</b>	<b>51,825</b>	<b>1,022,933</b>	<b>1,237,367</b>
<b>TOTAL EXPENDITURE</b>	<b>915,541</b>	<b>51,825</b>	<b>967,366</b>	<b>1,242,963</b>
<b>(DEFICIT) SURPLUS</b>	<b>55,567</b>	<b>-</b>	<b>55,567</b>	<b>(5,596)</b>



**THE MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2014**

This page does not form part of the audited financial statements

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	<i>Total Funds</i> 2013 £
<b>EXPENDITURE</b>				
<b>ADMINISTRATION</b>				
Salaries and related contributions	142,832	-	142,832	130,618
Recruitment advertising + other costs	1,350	-	1,350	621
Postage and carriage	7,218	-	7,218	8,601
Telephone and fax	7,208	-	7,208	8,228
Printing and stationery	2,316	-	2,316	3,144
Photocopying	2,222	-	2,222	2,408
Audit and accountancy	8,990	-	8,990	13,625
Consultancy fees	-	-	-	19,510
Travelling	939	-	939	819
General office expenses (incl. H&S)	995	-	995	1,132
Equipment maintenance	124	-	124	16
General computer expenses	14,859	-	14,859	15,907
PR literature/brochures & fundraising	326	-	326	2,278
Organisational costs	13	-	13	38
	<u>189,392</u>	<u>-</u>	<u>189,392</u>	<u>206,945</u>
<b>ESTABLISHMENT</b>				
Rent	66,840	-	66,840	66,840
Service charge	14,006	-	14,006	14,969
General + water rates	11,032	-	11,032	10,795
Electricity	3,872	-	3,872	4,635
Cleaning	5,023	-	5,023	4,743
Premises maintenance	88	-	88	-
	<u>100,861</u>	<u>-</u>	<u>100,861</u>	<u>101,982</u>
<b>OPERATIONAL</b>				
Salaries and related contributions	583,043	51,825	634,868	889,192
Irrecoverable disbursements	3,840	-	3,840	322
Case cost drafting fees	5,229	-	5,229	8,352
File storage	5,215	-	5,215	4,552
Solicitors practising certificates	2,518	-	2,518	3,416
Insurance	12,304	-	12,304	9,887
Books + subscriptions	4,900	-	4,900	6,938
Volunteers' expenses	1,281	-	1,281	2,125
Refreshments/meal alls/ other staff exps	1,694	-	1,694	2,226
Training costs	4,577	-	4,577	6,479
Event-related expenses	140	-	140	-
	<u>624,741</u>	<u>51,825</u>	<u>676,566</u>	<u>933,489</u>
<b>DEPRECIATION</b>				
Computers	-	-	-	-
Furniture and fixtures	547	-	547	547
	<u>547</u>	<u>-</u>	<u>547</u>	<u>547</u>
<b>TOTAL EXPENDITURE</b>	<u><b>915,541</b></u>	<u><b>51,825</b></u>	<u><b>967,366</b></u>	<u><b>1,242,963</b></u>