

Advising London

Report & Financial Statements

31st March 2016



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**Advising London
Charity Information
For the year ended 31 March 2016**

Status	The organisation is a charitable company limited by guarantee, incorporated on 11 February 1997 and registered as a charity on 4 March 1997.
Governing document	The organisation was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.
Company number	3316471
Charity number	1061055
Registered Office	The Hub 6-8 Westmoreland Road London SE17 2AX
Honorary officers	Chris Sanford – Chair Chris Snow – Vice Chair
Principal Staff	Helen Rice – Chief Executive Officer Kajol Kochar – Deputy Chief Executive
Bankers	Unity Trust Bank Limited Nine Brindley Place Birmingham B1 2HB
Auditors	Haines Watts, Chartered Accountants Old Station House Station Approach Newport Street Swindon Wiltshire SN1 3DU

Report of the Trustees

The trustees present its report (including the directors' report as required by company law) and the audited financial statements for the year ended 31 March 2016.

The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Background

Blackfriars Advice Centre became Advising London in March 2015 after nearly 18 years of giving advice and support to residents of Southwark. The new name reflects our growing reach and influence in other London Boroughs.

Organisational structure

The trustees delegate everyday decisions in running Advising London to a Chief Executive, who is supported by the senior management team. Staff are split into specialist senior casework roles, generalist advisors or operational roles.

Arrangements for setting pay and remuneration of key management posts are bench marked against the sector averages using key reports from ACEVO and NCVO. Staff roles follow NJC scales and are positioned based on levels of technical skill or management responsibility required.

Risk assessment

The trustees and staff team carry out an annual organisational risk assessment and have prioritised the risks and planned how to manage each of them. Reductions in local authority funding remains a risk to advice services however this is being mitigated by the introduction of new avenues of earned income and a good success rate in trust funding. The problems over premises have been resolved however the organisation has had to weather up front expenditure to remodel and fit out advice space. Risks around cash flow have been carefully monitored by the senior team and trustees and have largely been resolved although the changes to the funding environment continually challenge the organisation which has to continually stay ahead of the curve. We are now managing our own building again so we have had to reinstate robust procedures and ensure wider health and safety requirements are met. Our client group are also operating in a much tougher environment leading to rising mental health problems and more complex needs. We are having to constantly redesign services to meet the needs of our clients and ensure our service remain relevant for the future.

Vision, Mission and Values

Vision

Londoners are happy, confident and capable of solving life's problems.

Mission

To advise and support people to solve practical problems and to plan an optimistic future.

Values

- Responsive - we adapt to changes in policy and the law so that our advice and support is as helpful as it can be.
- Practical - our advice and support helps Londoners solve urgent challenges like work, money, housing, immigration and family.
- Enabling - we help Londoners develop and share their skills so that they're equipped to join in fully with London Life, share their skills and solve problems in the future.
- Client-focused – the work that we do and the way that we do it are focused on the practical needs of the people we serve.
- Collaborative - we work with anyone who shares our vision and helps make change happen.
- Non-judgemental - we focus on giving the right advice to Londoners rather than judging them.

Our work

Our roots are in Southwark and that's where the core of our work still takes place, but our reach and our influence are extending across London boroughs. We have also recently developed a range of legal and technical support services for organisations which we have branded as "Advising Communities". The reach for this work is wider across England and Wales and we have established a separate trading arm "Innovating Communities" to allow us to extend our trading activities.

Our work is to advise and support Londoners to improve their wellbeing by tackling their most pressing problems and concerns such as work, money, housing, immigration and communication. We do this by giving information, advice and training and by supporting Londoners as they take action to solve problems for themselves.

- We offer 1 to 1 advice and support through our drop-in clinics, where a conversation with an adviser can help Londoners create a plan of action to turn their problem around.
- We produce accessible information and self-help guides around people's everyday affairs such as welfare benefits, housing and employment rights.
- We aim to help Londoners who are at risk of common problems to prevent them occurring. We do this by offering our services proactively in everyday settings such as banks, building societies or doctors' surgeries.
- We aim to work with Londoners at an early stage in their problems to prevent them from becoming crises.
- We understand that problems are often complex and inter-related so we work with Londoners to identify root causes and take the right actions, in the right order, to find a resolution.
- We take action on behalf of the people we serve, but only where our position and experience will help achieve a better outcome. For example, negotiating debts.
- We offer training to help Londoners build the skills they need to engage fully in London life or to pass on these skills to others. Topics include employment rights, welfare reform, financial inclusion and digital skills.
- We offer language services so that all of our diverse communities can understand and take action on their problems. These include interpretation and translation services.
- We collaborate with other not-for-profit, public and private bodies to increase our overall impact on Londoners.
- We campaign on social policy issues at a local, regional and national level.
- We support other charities through our information sheets, email advice and wide range of training and consultancy services ensuring organisations can access high quality legal and technical advice when they need it most.

Achievements and performance for the year

- Diversifying our income further to ensure our sustainability for the future;
 - Setting up Advising Communities and Innovating Communities.
 - Further developing our training business.
 - Establishing our paid for Immigration and Employment advice service
- The development of our new advice hub;
 - Securing an excellent advice space for now and for our future.
 - We have space that allows the development of education and training services.
 - We can listen to and work with Londoners in a more engaging way.
- Implementing our digital strategy;
 - Meet the demands of our growing and changing client group through an increase of digital inclusion support services – Digi-buddies.
 - Adapt to changes in Londoners' needs in relation to advice and support – finding new ways to meet increase volumes through the development of our digital triage platform.
 - Position ourselves strategically for a successful future.

Financial Review

The position of the charity at the yearend is set out on page 9.

We have managed to slowly grow the organisation despite a very challenging funding environment. We remain the leading independent advice and support agency in the UK and are continually leading the market with our developments. This year we have had to focus on premises which has been challenging however we are now in a position that we have a 25-year lease in place on very reasonable terms to secure service delivery well in the future. We have begun our digital transformation and have developed significant channels for earned income which will help us weather the storm out of austerity. We expect to continue to see decreased levels of local authority income however our digital development will position us well alongside our rebrand and allow us to serve across wider geographical areas to allow us to diversify our income.

Objective 1 – To increase the ability of people to act on issues that directly affect them and use their experience to benefit society	
1.1 Advising	1.2 Supporting and Educating
To provide generalist advice (drop-in / triage)	Supporting
To provide specialist advice (debt, welfare benefits, housing, employment, immigration, etc.) Including booked appointments	To offer digital Take Charge services
Casework – for those clients who need it most	To signpost people to relevant services for further skills development (ESOL, writing, reading finance, etc.)
Council tax sessions and other specialist debt services in partnership with third parties e.g. local authorities and housing associations	Take action with (on behalf of) clients (e.g. budget, form filling, tribunal submission, calculation, court representation etc.)
Email advice	To provide tailored support to disadvantaged (vulnerable) and repeat clients
Outreach across a variety of geographical locations and settings	Supporting individuals to understand their rights and responsibilities through citizenship and democracy projects
	Educating
	To provide and promote wider information (fact-sheets, posters, leaflets) through a range of appropriate channels
	To provide a range of early action interventions (prevention and resilience)
	To provide training and workshops on different skills for individuals (digital skills, about the system, taking action, etc.)
	To provide tailored training workshops for specific client groups (business, claimants, residents, families, young people, workers, etc.)
	Financial Capability and inclusion
	Training individuals in the workings of the political system, policy and what it means to them e.g. welfare reform

Objective 2 – To influence the development of policies that would benefit communities	Objective 3 – To improve services and opportunities for Londoners through collaboration
2. Producing robust evidence	3. Finding common interests with other actors in the same space to create a disproportionate impact on communities
To carry out research / surveys relating to the realities faced by the people we support and how policy affects them	Working with national, regional and local bodies to design and deliver training services
To use our unique position between policymakers and the communities we serve to create a robust evidence base and a strong argument for policy change	To train and educate front line staff in other organisations and institutions
Using digital communications to convene and give voice to the communities we serve	To inform partners about the needs of our clients to improve third party services
	To create an evidence base to develop community-specific actions and strategies

Objective 4 – To improve Londoners’ access to (and engagement with) the help they need, when they need it	
4.1 Physical access, prevention and early intervention	4.2 Language
To provide our services in a range of settings to reach specific target groups with common problems before they become crises such as: <ul style="list-style-type: none"> - Banks - Supermarkets - Businesses (work places) - Schools - Faith organisations - GP Surgeries - Hostels - Libraries - etc. 	To offer our services in different languages and to particular target groups: <ul style="list-style-type: none"> - Translation - Interpretation - Context specific

4.3 Tailored services for specific target groups	4.4 Digital Services
To adapt our services to reach specific groups: <ul style="list-style-type: none"> - Migrants, Asylum Seekers + Refugees - Disability (Physical and Mental Health) - Single parents - Elderly people - Under 25's - Homeless people - Unemployed people 	To offer a wide range of services through digital tools and channels <ul style="list-style-type: none"> - Email - Website - Social media - Mobile apps

Objective 5 – To develop, launch and sustain income-generating services	
5.1 Explore generalist advice to employees	5.3 Chargeable immigration and employment Services
To offer generalist advice to employees in their places of work: <ul style="list-style-type: none"> - Telephone triage - Email advice services - Workplace seminars 	To provide cost-effective legal advice and services relating to immigration and employment: <ul style="list-style-type: none"> - Direct to migrants who would otherwise seek expensive services elsewhere - To businesses on behalf of their employees - Fee charging employment work - Clients using legal expense insurance
5.2 Legal Support for small businesses, charities and community organisations	5.4 Language Services
Providing cost-effective legal advice and training to charities and local businesses <ul style="list-style-type: none"> - Employment Law - Leases - Licences - Commercial disputes - Etc. 	To develop fee-charging language services: <ul style="list-style-type: none"> - Direct to individuals who can afford to pay - To businesses proprietors and their employees - To providers of public services e.g. GP surgeries, CCGs, Police etc.

Principle funding sources:

London Borough of Southwark (Generalist Advice Service) and (Community Languages)
London Borough of Lambeth (Financial Education), (Council Tax), (Digi Buddies Project)
Toynbee Hall
Big Lottery Fund
United St Saviour's Charity
Trust for London
Walcot Foundation
City Bridge Trust
Embassy of Ireland – Department of Foreign Affairs and Trade
Big Potential Fund

Plans for the Future

Delivering our strategic plan this year is an exciting proposition covering the following areas;

- Positioning ourselves strategically for a changing and challenging future.
- Embedding and communicating our evolving brand and enhancing our wider marketing activities so that more people can understand, engage with and support our work.
- Developing our organisational capacity so that we invest in greater impact.
- Implementing a digital platform to help us categorise the needs of the people we serve so that we can give the right attention to all of the people we help, however complex their needs may be.
- Developing our employment work to help Londoners build confidence and wellbeing through work and financial stability.
- Enhancing our focus on prevention through more outreach activities.
- Developing new partnerships to meet migrants' needs for services.

Reserves policy

At the year end the charity held total funds of £102,434 (2015 £103,829). Of these £50,000 represent designated funds (see below). No restricted funds are held at the yearend (2015 £nil).

During the next financial year, we will be restructuring the organisation to meet the new strategic plan for 2017-2020. Over the next three years we will be focusing on the diversification of income, including trading income, with plans to grow in direct relation to client need.

Our reserves are designated at £50K for unforeseen staffing costs such as maternity leave, recruitment; sickness etc. We are working towards 3 months running cost with a minimum of a 10% reserve level. We have made important decisions to prioritise our new advice space and ensure an excellent centre is available to launch many of our paid for services to provide us with new opportunities for our future.

Free reserves (unrestricted funds not tied up in fixed assets) at the yearend amounted to £80,336 (2015 £87,001). Due to our office move and premises challenges this is presently below our targets. The board took the decision to take social investment to meet the needs of the premises redevelopment and to help bridge this upfront investment. This decision has provided the organisation with a cash injection to support the necessary innovations which will rebuild reserve levels.

Public benefit

The objectives and activities, and achievement and performance sections of this report set out clearly that the activities which the charity undertakes are for public benefit.

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charities Commission in determining the activities undertaken by Advising London.

Responsibilities of the trustees

The trustees (who are also directors of [name of charity] for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP 2015 (FRSSE);
- 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;
- Prepare the financial statements on the going concern basis unless it is inappropriate to Presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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

Members of the trustee board

The following served as trustees up to and during the year of this report unless otherwise indicated:

Alexandra Xanthaki (Appointed 23rd April 2015)
Andrew Boaden
Andrew Brookes
Chris Sanford (Chair)
Chris Snow (Vice Chair)
Denise Owusu-Ansah
Magdalena Nikolova
Yvette Hoskings-James (Resigned 3rd December 2015)

Trustees members have no beneficial interest in the company and are not remunerated.

Membership of the trustee board

At each Annual General Meeting, all members must retire. All are eligible for re-election provided that no one serves for more than six consecutive years without vacating for at least one year. No person or body is entitled to appoint a Board Member.

Members are recruited to provide the skills and experience needed to run the charity. Advising London uses open recruitment processes and seeks to fill vacancies where there are specific skills deficit on the board. The Chief Executive Officer (CEO) and Chair meet with prospective trustees and provide an organisational brief, ensuring that all financial, HR and strategic issues are covered. Prospective trustees are then invited to attend a board meeting as an observer. The prospective trustee then indicates if they would like to join the board and at the next board meeting the trustees take a vote on perspective new board members. A full induction is prepared by the CEO and senior management team and training is provided as requested by trustees to ensure that all board members are properly supported to undertake their role.

Auditors

Haines Watts, Chartered Accountants were re-appointed as auditors and have expressed their willingness to continue in that capacity.

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the trustees on 3rd November 2016 and signed on its behalf by



Chris Sanford, Chair.

Independent Auditor's Report to the members of Advising London

We have audited the financial statements of Advising London for the year ended 31 March 2016 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 that 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.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 5 the trustees (who are also the directors of the charitable company for the purposes of company law) 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 charitable company'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 Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently 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 misstatements or 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 March 2016, 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 (applicable to smaller entities) 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 Trustees' Annual 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 trustees were not entitled to prepare the financial statements in accordance with the small company's regime and take advantage of the small company's exemption in preparing the directors' report and take advantage of the small company's exemption from the requirement to prepare a strategic report.

Susan Plumb Senior Statutory Auditor

Haines Watts, Chartered Accountants, Old Station House Station Approach, Newport Street, Swindon SN1 3DU

Signed 

Date 19 December 2016

Advising London
Statement of Financial Activities (incorporating an income and expenditure account)
For the year ended 31 March 2016

	Note	Restricted	Unrestricted	2016 Total	2015 Total
		£	£	£	£
Income from:					
Donations		-	5,789	5,789	-
Investments – interest		-	218	218	312
Incoming resources from charitable activities:	2				
Generalist Advice and Language Services		-	453,315	453,315	453,315
Right Reach Project		88,248	-	88,248	86,593
Emigrant Support Programme		10,000	-	10,000	10,000
Capitalise Debt Advice Project		242,343	-	242,343	245,861
Financial Education Training		-	-	-	10,000
Legal Certification Work		-	11,054	11,054	18,807
Money Savvy Project		25,000	-	25,000	24,000
LAA Standard Civil Contract		-	-	-	9,779
Transition Funding Project		7,500	-	7,500	9,000
Welfare Reform Project		-	-	-	30,000
Link Work Project		-	-	-	28,596
Self-Help Expansion Project		48,994	-	48,994	-
Digi Buddies Project		40,819	-	40,819	-
Council Tax Summons Support Project		35,000	-	35,000	-
Other Income		161,991	-	161,991	81,578
Other trading activities		-	62,743	62,743	20,405
Total Income		659,895	533,119	1,193,014	1,028,246
Expenditure:					
Charitable activities:					
Generalist Advice and Language Services		-	531,173	531,173	553,425
Right Reach Project		88,248	-	88,248	89,605
Emigrant Support Programme		10,000	-	10,000	10,000
Capitalise Debt Advice Project		242,343	-	242,343	245,861
Financial Education Training		-	-	-	10,000
Legal Certification Work		-	1,952	1,952	885
Money Savvy Project		25,000	-	25,000	24,000
LAA Standard Civil Contract		-	-	-	(110)
Transition Funding Project		7,500	-	7,500	9,000
Welfare Reform Project		-	-	-	39,000
Link Work Project		-	-	-	28,596
Self-Help Expansion Project		48,994	-	48,994	-
Digi Buddies Project		40,819	-	40,819	-
Council Tax Summons Support Project		35,000	-	35,000	-
Other Income Expenditure		161,991	-	161,991	17,500
Other trading activities		-	1,389	1,389	-
Other costs		-	-	-	3,300
Total expenditure	3	659,895	534,514	1,194,409	1,039,014
Net (expenditure)/income	5	-	(1,395)	(1,395)	(10,768)
Transfers between funds	9	-	-	-	-
Net movement in funds		-	(1,395)	(1,395)	(10,768)
Funds 1 April 2015		-	103,829	103,829	114,597
Funds 31 March 2016		-	102,434	102,434	103,829

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 9 to the financial statements.

**Advising London
Balance Sheet
As at 31 March 2016**

	Note	2016 £	2015 £
Tangible fixed assets	6	<u>22,098</u>	<u>16,828</u>
Current assets			
Debtors	7	149,783	99,513
Cash at bank and in hand		<u>9,460</u>	<u>41,574</u>
		159,243	141,087
Creditors: Amounts falling due within one year	8	<u>78,907</u>	<u>54,086</u>
Net current assets		<u>80,336</u>	<u>87,001</u>
Net assets	10	<u>102,434</u>	<u>103,829</u>
Funds			
Restricted funds		-	-
Unrestricted funds		<u>102,434</u>	<u>103,829</u>
Total funds	9	<u>102,434</u>	<u>103,829</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved by the management committee on 3rd November 2016 and signed on its behalf by



Chris Sanford - Chair

Advising London
Notes to the financial statements
For the year ended 31 March 2016

1. Accounting Policies

- a) The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) (SORP 2015).
- b) All incoming recourses are included in the statement of financial activities when the charity is entitled to the income and it can be quantified with reasonable accuracy. The following specific provisions are applied: -
- c) Voluntary income received by way of donations is included in full in the statement of financial activities when receivable.
- d) Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable. Fee income is included in the statement of financial activities on a receivable basis. Income relating to future periods is deferred.
- e) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets those criteria is identified to the fund.
- f) Designated funds are funds earmarked by the management committee for specified purposes.
- g) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds. Transfers between funds are made where the income for the project is exceeded by costs incurred on the project, or where it has been agreed with the funder to use unspent balances at the end of a project on activities with a similar objective.
- h) Resources expended, which include attributable VAT that cannot be recovered, are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the overhead costs of the central function, is apportioned on the basis of staff time spent on each activity.
- i) Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:
 - 3 years for computer equipment
 - 4 years for fixtures, fittings and office equipment

Items of equipment are capitalised where the purchase price exceeds £500. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

Trade and other debtors are recognised at the settlement amount due after and trade discounts. Prepayments are valued at the amount prepaid net of any discounts.

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount to settle the obligation can be measured or estimated reliably.

- j) All leases of property and equipment are operating leases, and rental costs are recognised on a straight line basis over the period of each lease. No assets are held under hire purchase agreements.

Advising London

Notes to the financial statements (continued)

For the year ended 31 March 2016

2. Incoming resources from charitable activities

	Restricted	Unrestricted	2016 Total	2015 Total
	£	£	£	£
Big Lottery Fund				
Rights Reach Project	88,248	-	88,248	86,593
Department of Foreign Affairs and Trade				
Emigrant Support Programme	10,000	-	10,000	10,000
Legal Aid Agency				
Legal Certificated Work	-	11,054	11,054	18,807
Standard Civil Contract	-	-	-	9,779
Local Authority Funding				
LB of Southwark –	-	453,315	453,315	453,315
Generalist Advice & Advice in Community Languages				
LB of Southwark – Elmington Estate Survey	-	-	-	2,000
LB of Southwark – Transition Funding	7,500	-	7,500	9,000
LB of Southwark – Children Services Sure Start Project	-	-	-	-
LB of Lambeth – Multiple Debt Project	20,000	-	20,000	20,000
LB of Lambeth – Financial Education Training	-	-	-	10,000
LB of Lambeth – Digi Buddies Project	40,819	-	40,819	-
LB of Lambeth – Council Tax Summons Support Service	35,000	-	35,000	-
LB of Bromley – Debt Advice Project	-	-	-	12,300
Southwark Legal Advice Network (SLAN)				
Welfare Reform Transition Funding	-	-	-	30,000
Money Savvy Project	25,000	-	25,000	24,000
Toynbee Hall				
Capitalise Debt Advice Project	242,343	-	242,343	245,861
United St Saviour’s Charity				
Link Work Project	-	-	-	28,596
Self-Help Expansion	48,994	-	48,994	-
Other Income				
The A B Charitable Trust	10,000	-	10,000	10,000
Matrix Causes Fund	2,100	-	2,100	2,578
The Peter Minet Trust	-	-	-	4,500
The J Paul Getty Jnr Charitable Trust	-	-	-	15,000
Trust for London	45,000	-	45,000	7,500
Walcot Foundation	20,000	-	20,000	20,000
City Bridge Trust	38,333	-	38,333	-
Big Potential Fund	25,141	-	25,141	-
London Legal Support Trust	1,417	-	1,417	-
Other incoming trading resources				
Other	-	62,743	62,743	8,105
Total incoming resources from charitable activities	659,895	527,112	1,187,007	1,027,934

Advising London
Notes to the financial statements (continued)
For the year ended 31 March 2016

3. Total resources expended

	Council Tax Support Project £	Generalist Advice and Language Services £	Legal Certificated Work £	Rights Reach Project £	Money Savvy Project £	Transition Funding £	Digi Buddies Project £	Self-Help Expansion £	Emigrant Support Programme £	Capitalise Debt Advice Project £	Other Income £	Other trading Income £	2016 Total £	2015 Total £
Staff costs (note 4)	35,000	382,725	-	69,071	25,000	7,500	40,819	38,112	10,000	171,254	136,788	-	916,269	822,219
Freelance and consultants	-	7,800	-	6,591	-	-	-	-	-	-	25,203	-	39,594	20,699
Volunteer costs	-	-	-	9,298	-	-	-	-	-	-	-	-	9,298	8,462
Other staff costs	-	1,610	-	1,023	-	-	-	-	-	-	-	-	2,633	15,744
Premises	-	33,281	-	-	-	-	-	9,708	-	43,895	-	-	86,884	92,425
Administration	-	49,224	-	1,643	-	-	-	-	-	18,324	-	781	69,972	25,069
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	14,795
Client court services/disbursements	-	510	1,852	-	-	-	-	-	-	-	-	-	2,362	1,337
Subscriptions and publications	-	24,668	-	-	-	-	-	-	-	2,271	-	608	27,547	11,640
Depreciation	-	7,156	-	-	-	-	-	-	-	-	-	-	7,156	11,478
Audit	-	3,448	-	-	-	-	-	-	-	2,038	-	-	5,486	3,300
Bank charges	-	385	-	-	-	-	-	-	-	-	-	-	385	520
Committee expenses and training	-	5,739	100	622	-	-	-	1,174	-	3,521	-	-	11,156	330
Insurance	-	2,875	-	-	-	-	-	-	-	1,040	-	-	3,915	4,879
Legal & Professional	-	1,200	-	-	-	-	-	-	-	-	-	-	1,200	2,429
Irrecoverable VAT	-	10,552	-	-	-	-	-	-	-	-	-	-	10,552	3,688
Total resources expended	35,000	531,173	1,952	88,248	25,000	7,500	40,819	48,994	10,000	242,343	161,991	1,389	1,194,409	1,039,014

Advising London

Notes to the financial statements (continued)

For the year ended 31 March 2016

4. Staff costs and numbers

	2016	2015
	£	£
Salaries	833,631	749,665
Social Security costs	82,638	72,554
	916,269	822,219

The average weekly number of employees (full-time equivalent) during the year was as follows:

	2016	2015
	No.	No.
Capitalise Debt Advice Project	7.0	7.0
Emigrant Support Programme	0.5	0.3
Generalist Advice & Advice in Community Languages	15.0	10.0
LAA Standard Civil Contract	0.0	1.0
Legal Certificated Work	0.0	0.2
Link Work Project	1.0	1.0
Money Savvy Project	0.5	0.5
Rights Reach Project	1.5	1.5
Sure Start Project	0.0	1.0
Welfare Reform Project	0.0	0.5
Other	3.0	0.5
	28.50	23.50

1 employee earned remuneration in the band £60,000-£70,000 (2015 £nil).

No remuneration was paid to any trustee during the year (2015 £nil).

5. Net incoming / (outgoing) resources for the year

This is stated after charging:	2016	2015
	£	£
Depreciation	7,156	4,335
Auditors' remuneration: current year audit	3,300	3,300

Reimbursed travel expenses were paid to one trustee amounting to £248 during the year (2015: £259).

Advising London
Notes to the financial statements (continued)
For the year ended 31 March 2016

6. Tangible fixed assets

	Equipment/Fixtures	Total
	£	£
COST		
At 1 April 2015	30,596	30,596
Additions in year	12,426	12,426
Disposals	(-)	(-)
At 31 March 2016	<u>43,022</u>	<u>43,022</u>
 DEPRECIATION		
At 1 April 2015	13,768	13,768
Charge for year	7,156	7,156
Disposals in year	(-)	(-)
At 31 March 2016	<u>20,924</u>	<u>20,924</u>
 NET BOOK VALUE		
At 31 March 2016	<u>22,098</u>	<u>22,098</u>
At 31 March 2015	<u>16,828</u>	<u>16,828</u>

7. Debtors

	2016	2015
	£	£
Accrued income	101,364	56,477
Prepayments	19,876	12,660
Trade debtors	18,436	22,104
Other debtors	10,107	8,272
	<u>149,783</u>	<u>99,513</u>

8. Creditors: Amounts falling due within one year

	2016	2015
	£	£
Taxation & Social Security	39,951	40,537
Accruals	4,000	4,000
Other creditors and deferred income	34,956	9,549
	<u>78,907</u>	<u>54,086</u>

Included in Other creditors and deferred income above is £10,167 (2015 £6,250) of deferred income.
 All deferred income is released in the following period.

Advising London

Notes to the financial statements (continued)

For the year ended 31 March 2016

9. Movement in funds

	At 1 April 2015	Incoming Resources	Outgoing resources	Transfers	At 31 March 2016
	£	£	£	£	£
Restricted Funds:					
Capitalise Debt Advice Project	-	242,343	242,343	-	-
Emigrant Support Programme	-	10,000	10,000	-	-
Self-Help Expansion	-	48,994	48,994	-	-
Digi Buddies Project	-	40,819	40,819	-	-
Council Tax Summons Support	-	35,000	(35,000)	-	-
Money Savvy Project	-	25,000	(25,000)	-	-
Rights Reach Project	-	88,248	(88,248)	-	-
Transition Funding Project	-	7,500	(7,500)	-	-
Welfare Reform Project	-	-	-	-	-
Other Funds	-	161,991	(161,991)	-	-
Total Restricted Funds	-	659,895	(659,895)	-	-
Unrestricted Funds:					
General Funds	53,829	533,119	(534,514)	-	52,434
Designated Reserves – staffing	50,000	-	-	-	50,000
Total Unrestricted Funds	103,829	533,119	(534,514)	-	102,434
Total Funds	103,829	533,119	(1,194,409)	-	102,434

Purposes of restricted funds:

Capitalise Debt Advice Project	To provide debt advice in Southwark. The partnership is funded by Toynbee Hall, the project is funded by Money Advice Service.
Emigrant Support Programme	Advice and advocacy services for members of the Irish community.
Rights Reach Project	Advice services to improve our reach into migrant communities. Funded by Big Lottery Fund.
Welfare Reform Project	To lead on the guided self-help programme and develop capacity to deal with welfare benefits issues relating to welfare reform.
Money Savvy Project	Delivering financial education to high risk social tenants in Southwark.
Financial Education Training	Financial Education in Lambeth secondary schools.
Transition Funding Project	Transition funding to enable our organisation to become more financially sustainable, better equipped to deal with future challenges, and improve the services we provide to our users.
Self-Help Expansion	To expand our successful self-help model into new locations across North Southwark and Bermondsey.
Digi Buddies Project	A digital inclusion volunteering programme to support vulnerable Londoners to get on line and build confidence to allow them to solve their day-to-day problems.
Council Tax Summons Support	Partnership programme providing advice and support to Lambeth residents in council tax areas to negotiate an affordable repayment schedule.
Other funds	L B of Lambeth – Multiple Debt Project, The A B Charitable Trust, Matrix Causes Fund, Trust for London, Walcot Foundation, City Bridge Trust, Big Potential Fund and London Legal Support Trust.
Designated funds	Details of designated funds are given in the reserves policy in the Trustees Report.

Advising London

Notes to the financial statements (continued)

For the year ended 31 March 2016

10. Analysis of net assets between funds

	Restricted Funds	Unrestricted Funds	2016
	£	£	£
Tangible fixed assets	-	22,098	22,098
Current assets	10,167	149,076	159,243
Current liabilities	(10,167)	(68,740))	(68,740)
Net Assets at 31 March 2016	<u>-</u>	<u>102,434</u>	<u>102,434</u>

11. Taxation and Controlling Interest

The charitable company is exempt from Corporation Tax as all its income is charitable and is applied for charitable purposes. The charitable company was under the control of the trustees throughout the period.

12. Related Party Transactions

No related party transactions took place during the year.

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