

PRISONERS' ADVICE SERVICE

FINANCIAL STATEMENTS

31 MARCH 2015

Company Registration Number 3180659

Charity Number 1054495

MICHAEL JELLICOE
Chartered Accountant and Registered Auditor
59 Knowle Wood Road
Dorridge
West Midlands
B93 8JP

PRISONERS' ADVICE SERVICE**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015**

The trustees present their report and audited financial statements for the year ended 31 March 2015.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity name:	Prisoners' Advice Service
Charity Registration Number:	1054495
Company Registration Number:	3180659
Registered Office:	36 St Johns Lane London EC1M 4BJ

Trustees

The Trustees who served during the year and since the year-end are as follows:

Martine Lignon	Chair
Lucy Rhodes	Vice Chair
Bipasha Raha	Treasurer (until September 2015)
Kassim Gaffar	Treasurer (appointed September 2015)
Diane Gault	
Rosie Brighthouse	Appointed April 2014
Katy Watts	Appointed April 2014
Jeanne Harrison	Appointed September 2015
Jeremy Harrison	Appointed September 2015
Rebecca Perlman	Appointed September 2015

Staff Members

Lubia Begum-Rob	Joint Managing Solicitor
Deborah Russo	Joint Managing Solicitor
Nicki Rensten	Outreach Caseworker
Naomi Lumsdaine	Women Prisoners' Caseworker
Laura Orger	Community Care Caseworker
Ben Blackwell	Office and Advice Line Manager
Adrian Gannon	Fundraising and Communications Director

Volunteers

PAS would like to thank all of the volunteers who have, once again, added great capacity to PAS's operations and helped make it possible for PAS's work to continue, particularly its letters service. Even more so than ever, their assistance in PAS's endeavours has been vital and hugely appreciated.

Bookkeeper	Anne Craig
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Independent Examiner	Michael Jellicoe Chartered Accountant 59 Knowle Wood Road Dorridge, West Midlands, B93 8JP
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Bank	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ
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Office Address:	PO Box 46199 London EC1M 4XA
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PRISONERS' ADVICE SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

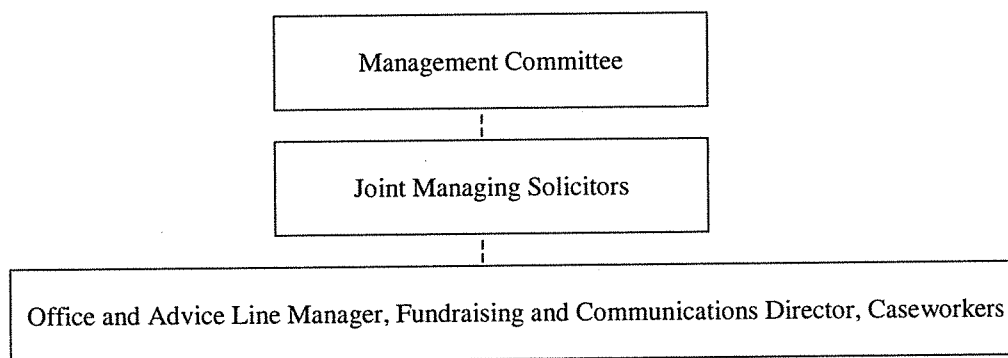
STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Prisoners' Advice Service (PAS) was founded by the Prison Reform Trust, Liberty, Justice, Nacro, Inquest and The Howard League for Penal Reform and formally launched as an independent charity in May 1991. It became a company limited by guarantee on 1st April 1996 and is governed by its Articles of Association as amended by resolution on 16th October 2015.

Management Committee and Organisational Structure

The Management Committee comprises the trustees, who are also directors of the company under company law. All Management Committee members are expected to have an interest in Prison Law and new members have an induction whereby they spend a day shadowing PAS staff members to gain experience of the day-to-day running of the organisation. The basic management structure of PAS is as follows:-



The Management Committee has delegated certain powers to the Managing Solicitor including the day-to-day management of PAS. The Management Committee are directors of the Company in whom all responsibility for the management of PAS is vested by virtue of the Articles of Association. This includes the power to recruit staff to run the Company on a day-to-day basis. They are therefore employers of the staff. As such they are responsible for staff recruitment. Among other things, they are also responsible for ensuring actions taken are in the best interest of PAS. This includes matters of finance. In this capacity they liaise with the Managing Solicitors and Fundraising and Communications Director at Management Committee meetings to discuss finances among other matters.

The Management Committee currently meets once a quarter. The Committee can vary the frequency, as it feels appropriate. Its responsibilities includes:

- (i) recruitment of staff;
- (ii) receiving regular reports from staff;
- (iii) informing development work;
- (iv) making decisions where any other unit i.e. the staff group, need direction;
- (v) making any other decisions considered appropriate by the committee.

The officers as at 31st March 2015 were:

Chair	-	Martine Lignon
Vice Chair	-	Lucy Rhodes
Treasurer	-	Bipasha Raha
Secretary	-	Lubia Begum-Rob (staff member)

PRISONERS' ADVICE SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Risk Review

The Managing Solicitors and Management Committee members are responsible for implementing and ensuring compliance with the risk management strategy. The risk management strategy aims to ensure that appropriate action is taken where a case falls outside acceptable risk levels. Other risks to PAS are considered at the annual review of the business plan, when strengths and weaknesses are considered.

OBJECTIVES AND ACTIVITIES

The charitable aims of PAS as set out in its Memorandum of Association are:

- (i) To relieve and rehabilitate persons held in penal establishments in the United Kingdom.
- (ii) To advance education and relieve poverty among the aforesaid persons and the families of dependants of such persons particularly by the provision of a free service of legal and other advice.
- (iii) The advancement of education of the public and in particular members of the legal profession, in relation to the law relating to the rights of prisoners (which expression shall mean persons who are suffering or have suffered a legal restriction on their liberty in any penal or correctional establishment or through any means whatsoever) and mentally disordered patients within the scope of Part III of the Mental Health Act 1983 and the rights of their families and dependants.
- (iv) The relief of persons in the United Kingdom who are in a condition of need, hardship and distress.

The main activity of PAS is to provide free legal advice and information to prisoners in England and Wales regarding their rights, particularly concerning the application of the Prison Rules and the conditions of imprisonment. PAS takes up prisoners' complaints about their treatment within the prison system on an individual and confidential basis, taking legal action where appropriate.

We have had due regard to the guidance published by the Charities Commission on public benefit when reviewing our aims and intended impact.

Volunteers play a vital role in the day-to-day running of PAS. A maximum of 35 volunteers can be accommodated at PAS in any given week. Their main purpose is to assist with casework and answer general letters to help ensure the smooth running of the office. Some volunteers also assist with fundraising and communications activities. Volunteers are asked to commit to a minimum of one day a week over a three-month period and to contribute in the following ways:

- (i) To review and re-organise as necessary current manual filing systems of external resources.
- (ii) To send general information to clients and other prisoners as directed by the legal caseworkers or Managing Solicitors.
- (iii) To write to clients with information about their specific cases as directed by the Managing Solicitors or legal caseworkers.
- (iv) To respond to general letters from prisoners under supervision of the Managing Solicitors or legal caseworkers.
- (v) To assist with fundraising and communications activities under the supervision of the Fundraising and Communications Director.

PRISONERS' ADVICE SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

ACHIEVEMENTS AND PERFORMANCE

Chair's Report

Over the last year, PAS has remained within a difficult economic context, following the heavy cuts to government funded legal aid provisions. In spite of this, PAS has persevered and – remarkably – been able to make a small surplus during this financial year. This is thanks to successfully cutting costs, diversifying fundraising income and securing in-kind support. This has been – and will continue to be – a constant labour of love for our tireless Fundraising and Communications Director and his talented and enthusiastic volunteers, who have been relentlessly pursuing new and old funding opportunities alike. We are most grateful for the generous backing of our new and long-standing donors. Several loyal funders maintained or increased their levels of support for our work; many new funders generously came on board as well. Without their collective support, we simply would not have been able to continue to offer our services for prisoners in this challenging financial landscape.

Unfortunately, this financial situation will not become any easier over time. In fact, it may worsen. This is due to a lag effect in the conclusion of long term cases, which were funded by legal aid. As these cases are being concluded, some of our residual legal aid income is drying up. We are supported, however, by the outstanding generosity of our donors, and by ongoing progress in cost-cutting and fundraising. With a level of hard work and dedication consistent with that which we have seen throughout this past financial year, we are confident that, through the loyal support of our donors, we will be able to sustain the vital services that PAS provides to thousands of prisoners year on year.

PAS has been pulling out all the stops to raise the funds necessary to sustain its activities, despite the challenging environment. At the same time, the organisation has also been fighting to reverse the cuts which have affected so many prisoners. Alongside the Howard League for Penal Reform and a passionate team of solicitors and barristers, renowned experts in their field who are providing their services completely free of charge, PAS has continued to fight prisoners' corner by presenting the case for an appeal of the legal aid cuts. After a successful appeal hearing in July this year, we were granted a further permission hearing which is likely to be heard in early 2016.

It is a testament to the dedication of all PAS's staff and volunteers, and to the importance of its services, that the organisation was short-listed for the 2014 Liberty Human Rights 'Close to Home' Award. The citation concluded that: *"With so many left without access to legal advice because of the removal of legal aid, PAS' work is more important than ever."* We are grateful for Liberty's kind acknowledgement of our work in this way.

We are pleased to announce that His Hon John Samuels QC kindly agreed to become PAS's newest Patron. John has long recognised the importance of PAS's work, for example when speaking at our debate event last year. John has served as a Judicial Member of the Parole Board and as a former Circuit Judge and he is involved with a number of charities in the criminal justice sector. With his considerable experience, John is already proving to be a valuable member of the PAS team. In his new role with PAS, he joins our existing Patrons: Lord David Ramsbotham and Edward Fitzgerald QC who continue to support the organisation's services for prisoners in a number of important ways.

It is with great pleasure that I once again introduce PAS's annual report. On behalf of PAS's Management Committee (Board of Trustees), I would like to express our gratitude to, and admiration for, all those who have kept PAS going and thriving through this difficult time. I thank all the staff and volunteers for their hard work. We are equally grateful to the loyal funders (trusts and foundations, corporates and individual donors), whose ongoing faith in, and generous contributions to, the organisation are vital to its continuation.

PRISONERS' ADVICE SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

ACHIEVEMENTS AND PERFORMANCE (continued)

Joint Managing Solicitors

Deborah Russo and Lubia Begum-Rob continued in their roles as Joint Managing Solicitors. They were responsible for the day-to-day running of the organisation on behalf of the Management Committee, and for managing PAS's other staff members. This role continued to involve a mix of advice, advocacy and judicial review, as well as management. The Managing Solicitors answered hundreds of telephone calls and letters, and took on many cases during the 2014/15 year, while holding managerial responsibility for the organisation. Deborah continued to hold responsibility for the legal aid and compliance aspects of PAS's work, whilst Lubia managed the HR and finance functions.

PAS, despite its small size, can bring about significant changes in the law, potentially affecting thousands of prisoners. As an organisation that is contacted by so many prisoners, PAS is well placed to often pursue cases on behalf of a client which has the knock on effect of changing the situation of other prisoners for the better.

For example, in the early part of 2015 we successfully pursued a case with a potentially far-reaching impact. In a judgment with implications for a series of legal challenges brought by affected prisoners, the Court held that the Secretary of State for Justice's 'absconder policy' was unlawful. The policy had been introduced following high profile press reports of prisoners absconding whilst on Release on Temporary Licence from prison (ROTL). Whilst these 'absconder' cases were in fact isolated and rare incidents, the Secretary of State responded by introducing a policy that 'absconders' would no longer be eligible for transfer to open conditions and ROTL save in exceptional circumstances. The scope of the 'absconder' policy was so wide that it included our client, who failed to return to prison from ROTL on a Sunday evening after missing his train. He handed himself into custody the following morning. In the judgment, the Court held the absconder policy to be unlawful, and described the inconsistency between the Secretary of State's Directions and his absconder policy as "irrational". Sadly however, the Secretary of State was successful in his subsequent appeal.

Given the recent criminal justice system overhaul, and the subsequent reduction in legal aid funding, PAS has found it increasingly necessary to be heard as an organisation. As a result, both Deborah and Lubia have been involved in raising PAS's profile. Deborah has been giving lectures on PAS's work to students, academics and judges - to build on our profile raising efforts. On behalf of PAS, Deborah gave oral evidence at the Justice Select Committee's Inquiry into Prisons: Planning and Policies in September 2014. In April 2015 (shortly after the year end), Deborah wrote an article for the Legal Action Group's monthly magazine, discussing the cuts to legal aid and giving advice on how to make the most of the limited legal aid still available. During the year, the Managing Solicitors prepared and issued substantive responses to Government consultations on a number of proposed changes that would potentially alter the foundations of the Rule of Law. During the year, PAS also maintained active memberships of the following professional bodies: the Parole Board Users' Group, Public Lawyers in Non-Governmental Organisations, the Discrimination Law Association, CLINKS, the Criminal Justice Alliance; it also recently joined the Detention Forum.

The Managing Solicitors are executive committee members of the Association of Prison Lawyers (APL). APL has decided that a member of PAS's staff will always be nominated to the executive committee because of PAS's unique role as the only organisation providing free legal advice to adult prisoners on prison law. APL was formed in 2008 by a group of specialist prison lawyers to represent the interests and views of practitioners in prison law.

The Managing Solicitors worked closely with the Management Committee. In a change of practice, they were both actively supervised not only by the Chair, but also by a senior and very experienced prison law solicitor - so as to ensure that they were supported in all aspects of their work. They have jointly begun (in September 2014) to run outreach clinics at HMP Belmarsh, the highest security prison in Europe.

PRISONERS' ADVICE SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

ACHIEVEMENTS AND PERFORMANCE (continued)

Race and Religious Discrimination Caseworker

In addition to her Joint Managing Solicitor role, Lubia Begum-Rob continued to take on casework, both legally aided and pro bono, as Race and Religious Discrimination Caseworker. The common thread running through the issues raised with her during the year still centred on ethnic minority prisoners complaining of less favourable treatment by staff, compared to their white counterparts. In these cases, the only explanation of the differential treatment was based on race or religion, and of unjustifiable failure by the prison to accommodate them to practice the basic tenets of their religion. Lubia has been assisting these prisoners to receive fair treatment and/or redress.

Lubia took part in a seminar on 'Radicalisation of Youth within the context of social exclusion and Islamophobia' hosted by EMISCO (European Muslim Initiative for Social Cohesion) in the House of Lords in February 2015. She was invited to participate because of her long-standing experience in advising prisoners on issues relating to racial or religious discrimination.

Race and Religious Discrimination Case Study

Muslim prisoners in a Category B prison contacted us, complaining that the policy of not allowing them to wear religious headgear was a breach of the national guidance for prisons, especially as another group of prisoners were allowed to wear headgear representative of their faith. We wrote to the prison asking them to review this policy, which they did quite promptly and changed their policy to reflect the national guidance. Following our intervention, Muslim prisoners in that prison, as well as prisoners of all other faiths there, can now wear religious headgear if they choose to.

Women Prisoners' Caseworker

Throughout the year, demand remained high for our Women Prisoners' Caseworker's services. Our Caseworker, Naomi Lumsdaine, gave a wide range of legal advice, information and representation to uphold the rights of women prisoners. In addition to her legal casework, both legally aided and pro bono, she delivered advice at many outreach clinics within prisons, and advised hundreds of women through letter and telephone enquiries.

When Deborah Russo became Joint Managing Solicitor in the previous financial year, Naomi Lumsdaine became our principal Women Prisoners' Caseworker. Whilst Naomi has been carrying out the bulk of our work with women prisoners over the last year, Deborah has continued to be involved with some aspects, including conducting casework and running the regular outreach clinic at HMP East Sutton Park.

Over the year, we delivered 25 outreach clinics in 4 women's prisons: HMPs Holloway (in London), East Sutton Park (in Kent), Send (in Surrey), and New Hall (in West Yorkshire). The New Hall clinic is a new initiative for us, and was first run in December 2014. A further 20 clinics were delivered to women prisoners by Peer Advisers (i.e. fellow prisoners) who had been trained by us. Overall, we helped around 373 women prisoners in the past year through the clinics alone, and hundreds more through telephone calls, letters and casework. We are also progressing in our initiative to extend our clinics into other women's prisons around the country. The importance of outreach advice sessions for women prisoners is high, as women are statistically – and in our experience – less likely to make prison complaints, or seek advice on prison law issues, by letter or telephone, than male prisoners.

In October 2014, one of our women prisoner Peer Advisers was awarded a 'Champion of Justice' Award at the London Legal Support Trust's 10th Anniversary event. This accolade celebrates people who are crucial to delivering essential free legal services as "Unsung Heroes." The award was given to one of the first group of prisoner Peer Advisers whom we had trained, in conjunction with St Giles Trust, to establish our prisoner-led advice clinic at HMP Send 5 years ago. Since then, this prisoner has naturally assumed the role of clinic co-ordinator due to her unflinching dedication to the task of promoting and running the PAS advice clinic. We are delighted that her long-standing service was acknowledged by this award.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

ACHIEVEMENTS AND PERFORMANCE (continued)

Women Prisoners' Caseworker (continued)

In January 2015, Naomi delivered a presentation to HMP Holloway's Independent Monitoring Board - in order to raise their awareness of: our services in that prison, how we work with female prisoners, and the circumstances in which they can refer cases to us.

The main areas in which women prisoners sought advice from us during this period related to:

- The negative effects of receiving short custodial sentences for non-violent offences.
- Too often this resulted in women losing their accommodation and struggling to access adequate rehabilitative work
- Issues stemming from their role as sole carers for their young children.
- Problems arising from the fact that women were often sent to institutions far from their families and children – due to the low number of women's prisons in the country – which exacerbated difficulties with maintaining family contact and fostering rehabilitation.

Women Prisoners Case Study

We met a prisoner at an outreach clinic at HMP East Sutton Park. She was extremely distressed at the death of her younger sibling (to whom she had been very close). However, she had not received any support or assistance from the prison regarding her bereavement issues. We wrote to the prison to highlight her distress and the prison's failure to provide proper counselling, etc. As a result of our intervention, she was transferred to HMP Send where her issues were better addressed through support from the prison Chaplaincy and some much needed bereavement counselling. She then wrote to thank us for our assistance and reported that it had really helped her in moving forward after this loss.

Outreach Caseworker

As PAS's Outreach Caseworker, Nicki Rensten continued to expand the provision of her outreach advice sessions. Last year we delivered over 50 sessions to more than 500 prisoners across 11 prisons. This included 29 sessions in 7 men's prisons, reaching 206 prisoners. During the year, as well as introducing the new regular clinic at HMP Belmarsh, we ran a one-off session in HMP Leeds. Since year-end we have also been working to establish outreach services at HMPs The Mount, Bedford and Wealstun. The sessions at our new service delivery sites were well attended. We also continued to deliver our established outreach services in 5 existing delivery sites in the male estate: HMPs Pentonville, Wandsworth, Huntercombe, Highdown, and Thameside.

In partnership with St. Giles' Trust, Nicki continued to speak about prison law to some prisoners becoming Peer Advisers in men's prisons. She equipped them to provide basic legal information and advice to their fellow prisoners and signposting to us for more complicated issues.

During that period, she also advised hundreds of prisoners through letter and telephone enquiries. She also maintained her responsibility for replying to, or forwarding to the most appropriate colleagues, all the enquiries that PAS received via email from friends and relatives of prisoners. She continued to maintain a varied and complex caseload, both legally aided and pro bono.

The enquiries brought to the Outreach Caseworker during the year were highly varied in subject matter. Some of the most common issues included:

- Applications for release on Home Detention Curfew
- Detention within segregation units
- The effect of immigration proceedings on prison procedures for foreign nationals
- Recalls to prison for breach of licence.

PRISONERS' ADVICE SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

ACHIEVEMENTS AND PERFORMANCE (continued)

Outreach Caseworker (continued)

Outreach Case Study

A prisoner contacted our Outreach Caseworker because he had been put on 'closed visits', meaning there was a glass screen between him and his visitors - to prevent all physical contact. This followed an incident in which the dogs which are used to see if visitors are bringing in contraband had indicated some suspicion, but nothing had been found. According to Prison Service guidelines, closed visits should be imposed for a period of three months, but reviewed monthly to see if they are still appropriate. However, in this case, the prison said that three months was the minimum period. Our Caseworker wrote and complained about this on the prisoner's behalf. As a result, the prison reviewed this case and put the prisoner back on normal visits. It also revised its whole way of conducting reviews in such circumstances, so that prisoners only remain subject to closed visits if considered strictly necessary.

Community Care Caseworker

In her role as Community Care Caseworker, Laura Orger gave advice and assistance to, and took on cases, both legally aided and pro bono, for disabled and mentally ill prisoners prior to and upon release. She ran advice clinics in 3 prisons: HMPs Pentonville, Thameside and Wandsworth, in which she provided one-to-one legal advice and assistance to prisoners, many of whom have a disability or mental illness. She also dealt with hundreds of telephone and letter enquiries, and worked on a number of ongoing cases helping prisoners who have suffered discrimination as a result of their disability.

Some prisons, local authorities and probation services failed to meet their legal responsibilities towards prisoners with physical and mental disabilities both during their time in prison and when they were due for release. Laura therefore liaised and negotiated with prison and probation services and local authorities, and, where necessary, issued judicial review claims against them, if they failed to meet their duties towards such prisoners.

In May and September 2014, a 30 minute radio documentary called "Disabled Behind Bars" was broadcast on BBC Radio 4. Our Caseworker featured in the documentary, talking about her work with disabled prisoners. One of our former service users was also interviewed in the programme. This radio broadcast helped to raise the public profile of our work with disabled prisoners.

Community care enquiries to PAS during the year often encompassed issues such as:

- Reasonable adjustments – for example obtaining functional wheelchairs for disabled prisoners.
- Release without suitable accommodation – liaising with housing associations and social services to ensure that disabled prisoners were not left homeless and without community care services upon release.
- Obtaining medical appointments – ensuring that prisoners had adequate access to medical care which had sometimes been initially denied where it was difficult for the prison to accommodate.
- Preventing unnecessary deterioration of a prisoner's physical and mental health; Acting as a precursor to ensuring that comprehensive support or treatment was secured for a prisoner upon release.

Community Care Case Study

Our Community Care Caseworker successfully obtained a direction for release on parole for a disabled prisoner who had been imprisoned for over 30 years. He was elderly and infirm with a hearing condition as well as reduced mobility. He was also demonstrating drastic cognitive decline – including virtually no short term memory. She secured a comprehensive community care package that enabled him to resettle successfully in the community, including a placement at a specialist and supportive care home. She also arranged for him to receive mentoring in the community from an ex-prisoner.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)**ACHIEVEMENTS AND PERFORMANCE (continued)****Telephone Advice Line**

Throughout the year, our telephone Advice Line continued to serve as a key channel through which we were able to uphold prisoners' rights and - where necessary - pursue justice for them. The Advice Line allowed us to impart legal information and advice to a large number prisoners quickly and effectively. It was especially vital for those in prison with lower literacy levels, making sure that our service was easily accessible for all. Over the past year, the Advice Line received nearly 14,000 telephone calls.

We observed an increase in the average length and complexity of calls, attributable to the legal aid cuts. We are now increasingly dealing on the Advice Line with complex legal issues that previously would have been eligible for legal aid funding and would have been processed as a legal case by a prison law solicitor. Now the matter is having to be dealt with through a phone call to us. This is sub-optimal for the prisoner, and for us, but clearly better than the prisoner receiving no advice at all.

Letters Service

Our letters service continued to offer advice and information to prisoners. Over the year, we received and responded to nearly 4,000 letters from prisoners. Through our reply letters we provided detailed information on specific aspects of Prison Law or individually tailored legal advice from our Caseworkers. We continued to expand and update our range of information sheets, which sought to empower prisoners to tackle some simpler legal issues by themselves. This provided a valuable resource for prisoners and helped to maximise the reach of our work.

Some letters related to straightforward, one-off enquiries. Others required additional assistance and multiple correspondence in order to resolve the issue. Some were particularly complex and resulted in protracted correspondence and court proceedings. Following the substantial cuts to legal aid, we have observed an added reliance on our letters service by prisoners for complicated matters where previously legal aid funded solicitors would have assisted them.

In recent times we have responded to letters from more than 100 prisons across England & Wales. These have been as far apart as Frankland in Durham and The Parc in Wales as well as Chelmsford, The Verne, Lewes, Brixton and Full Sutton in between.

Outreach Services

During the year, our Caseworkers ran two types of outreach sessions in prisons, mainly located in and around London and the South East. We continued to develop prisoners' own legal knowledge, as a means of extending our service in response to the decreased legal aid funding available and simultaneous increased demand for our services. The outreach clinics ensured that our legal services could reach prisoners who had not previously heard of PAS, or who had not contacted us via other means, or who lacked the confidence that their problem merited a phone call or letter to us, or for whom English was not their first language. Over the past year, we assisted more than 500 prisoners through over 50 legal advice outreach clinics.

During the year, we ran outreach sessions at HMPs East Sutton Park, Highdown, Holloway, Huntercombe, Pentonville, Send, Thameside and Wandsworth. In September 2014, we also started running regular clinics in HMP Belmarsh, and in December 2014, we started running regular clinics in HMP New Hall and ran a session in HMP Leeds. Since year-end, we have also been actively seeking to introduce outreach sessions at additional prisons in England and Wales, e.g. HMPs Bedford, Bronzefield, The Mount and Wealstun.

Legal Advice: General advice was given on a one-to-one basis at legal advice outreach clinics, which were often held in prison libraries. Any prisoner could sign up to attend these sessions, which allowed them to access our expert legal advice on a wide range of issues, from simple but vital questions about missing items of property to complex questions relating to recall procedures and sentence calculation.

Legal Education: Our Caseworkers also ran legal education sessions with small groups of prisoners, explaining the legal framework for prison law and how it applied to them and other prisoners. These sessions were usually – although not always – organised via a partner agency. For example, in some prisons the St Giles Trust delivered an NVQ course in Information, Advice and Guidance to prisoners who served as Peer Advisers within the prison. The participants on the course were already in a position where they provided advice and information to other prisoners. Consequently they were often those most likely to be approached in the first instance by a fellow prisoner with a query about an issue such as their categorisation review, temporary licence application or eligibility for Home Detention Curfew.

PRISONERS' ADVICE SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

ACHIEVEMENTS AND PERFORMANCE (continued)

Bulletin

During the year, we continued to produce the quarterly Prisoners' Legal Rights Bulletin. This bulletin contained information about new legislation and cases, a list of new Prison Service Instructions and Orders, and commentary on cases that had gone before the ombudsman. Subscribers to the PLRB included prisoners, solicitors, barristers, academic organisations, journalists, and prison libraries. The majority of readers were prisoners who relied on the bulletin to keep them updated on changes in the law and prison service policy.

Fundraising and Communications

Despite the difficult financial climate that PAS has found itself in over the past couple of years, we managed to make a small surplus in the 2014-15 financial year, after a small deficit in the preceding financial year.

Total donations and grants received by PAS in the 2014-15 year were £321,140. We are, as always, extremely grateful to all our donors for their generous support, including our major funders: AB Charitable Trust, Garfield Weston Foundation, JP Getty Jnr Charitable Trust, Lady Edwina Grosvenor, The Hadley Trust, London Legal Support Trust, The Northmoor Trust, and The Tudor Trust. Without their collective support, we would not have been able to continue our services for prisoners.

In the wake of the legal aid cuts, we have taken a number of steps to secure additional funding and in-kind support to sustain our services, and to cut costs where possible. We have worked tirelessly to secure a high volume of smaller grants and donations to help fill the funding gap left by substantially reduced legal aid funding. Some of our larger funders have also generously maintained or increased the size of their grants to us in view of the difficult financial landscape we face.

We have raised additional funds from individual donors through public fundraising appeals, and major donors, particularly Lady Edwina Grosvenor, whom we thank most deeply for her very generous support of our work. Sponsored events have included the London Legal Walk (May 2014) and the Great Legal Bake (February 2015). We ran a very successful on-line fundraising campaign through the Global Giving website to help support our work with women prisoners and disabled prisoners, which has raised nearly £13,000 so far through more than 280 donations.

We raised our public profile by staging a number of events. We continued to run our annual panel discussion and introduced a new annual lecture, for which the topics in 2014 and 2015 were:

- "Can the Rule of Law Survive without Legal Aid?" panel discussion in May 2014
- A lecture by our Patron Lord Ramsbotham entitled "What Price Imprisonment?" in December 2014
- "Does the European Convention on Human Rights provide adequate human rights protection to UK prisoners?" panel discussion (held after year-end - in May 2015)
- A lecture by our newest Patron His Hon John Samuels QC entitled "Rehabilitation: starry-eyed idealism, or a realistic aspiration?" (held after year-end - in November 2015).

These events – each attended by around 100 individuals – raised awareness among the general public of key issues within the sector, and of our important work with prisoners. These events also helped us to secure more donations and volunteers to support our activities.

We continued to increase our presence, reach and engagement on social media platforms. We now have nearly 550 'Likes' on Facebook (since launching our page in 2014) and over 900 Followers on Twitter (since joining the platform in 2012). We continued to produce a quarterly e-newsletter for our supporters, highlighting our news, activities and some individual success stories - this was sent out to about 900 subscribers. We also re-designed the PAS website - to make it more engaging for the public and potential funders, volunteers and supporters. We continued to develop our media / press presence and to issue media releases for key successes (court judgements).

PRISONERS' ADVICE SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

ACHIEVEMENTS AND PERFORMANCE (continued)

Fundraising and Communications (continued)

We have been establishing and developing partnerships with City commercial law firms - to provide us with pro bono, financial and in kind support. The two major partnerships formed during the 2014-15 year were with Simmons & Simmons and Herbert Smith Freehills. Since year-end we have also established a partnership with Mayer Brown. We are most grateful for their generous pro bono, in kind and financial support. We have also been developing our links with universities - which helps to provide us with volunteers who typically come from law or charity management academic courses. The law firms and universities provide assistance with letter writing – this is vital support to our Letters Service and strengthens our capacity at a challenging time.

Thank You: We are most grateful to our donors / supporters in 2014/15 or recently. These include:

1970 Trust
 29th May 1961 Charitable Trust
 The A B Charitable Trust
 The Access to Justice Foundation
 The Albert Hunt Trust
 The Alice Ellen Cooper-Dean Charitable Foundation
 The Allen & Overy Foundation
 The Austin and Hope Pilkington Trust
 Barrow Cadbury Trust
 Big Lottery Fund
 Birnberg Peirce & Partners
 Mr D Byrne-Hill
 The Charles Irving Charitable Trust
 The Cole Charitable Trust
 The Constance Travis Charitable Trust
 Dentsu Aegis Network
 Doughty Street Chambers
 The Drapers' Charitable Fund
 Esmée Fairbairn Foundation
 The Evan Cornish Foundation
 Fowler Smith & Jones Charitable Trust
 Garden Court Chambers
 Garfield Weston Foundation
 Global Giving UK
 The Goldcrest Charitable Trust
 The Hadley Trust
 Herbert Smith Freehills
 JP Getty Jnr Charitable Trust
 The K W Charitable Trust
 Lady Edwina Grosvenor
 The Law Society Charity
 The Leathersellers' Company Charitable Fund
 The Leigh Trust
 London Legal Support Trust
 Mayer Brown
 McGrath Charitable Trust
 The Mulberry Trust
 The Northmoor Trust
 The Norton Foundation
 The P&C Hickinbotham Charitable Trust
 The Paristamen CIO
 The Persula Foundation
 Peter Stebbings Memorial Charity
 The Pilgrim Trust
 Mrs K Sage
 Simmons & Simmons
 Souter Charitable Trust
 The Swan Mountain Trust
 Trust for London
 Tudor Trust
 The Walter Guinness Charitable Trust
 William Allen Young Charitable Trust
 William and Katherine Longman Charitable Trust

PRISONERS' ADVICE SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

ACHIEVEMENTS AND PERFORMANCE (continued)

Fundraising and Communications (continued)

We also thank all those individuals, who are too many to mention in this list, but were among the large number who kindly donated to our Global Giving online fundraising appeal or other appeals, sponsored others to take part in events for us, or donated or contributed in other ways. These donations have been more essential than ever to the maintenance of our services in the current economic climate. Thank you all very much!

Quotations from some recent PAS Service Users

"PAS is prisoners' voice in their dark alley"

"The PAS coordinators are welcoming and very helpful. Great service and resource"

"I would recommend them to any prisoner who is alone or needs help, or finds their own solicitor has turned their back on them. They are there for you 24/7 and to help you no matter what"

"A fabulous service. It is essential to keep this service going because they are a lifeline for so many prisoners."

"The Prisoners' Advice Service is a good organisation. They are an organisation that are out to help the prisoners no matter how much work is involved."

"Prisoners when they're in prison are at a low. I was at a time in my life where I just didn't think anything was going right for me and it wasn't until the Prisoners' Advice Service got involved that my life was back on track again."

"I believe that, if it had not been for Prisoners' Advice Service, I would have been today mentally ill or something even worse."

"This is an exceptionally important service for prisoners. It is very difficult to find your own way through the tangle of procedural jargon."

"They are an amazing organisation. They have got exceptionally good lawyers and caseworkers, really some of the best I think."

"I thank you for the quarterly issue of 'Prisoners' Rights', in the 15 years I have spent in this prison it has been of great use to me...my sincere thanks to all your team."

"I felt so alone in the situation I am in and seeing the quick response to my letter and the things you are doing for me has made me feel so much better...it has given me such a boost to my mood and made me feel closer to achieving my goal..and to gain the tools needed to help me with my release."

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

FINANCIAL REVIEW

Free reserves held on 31 March 2015 were £64,016 representing under three months' operating costs. The Management Committee deems three months of reserves as the minimum realistic level of reserves which would allow staff time to recover from a temporary shortfall of income – a prime objective of the coming year is to restore this level of reserves.

The Statement of Financial Activities shows a total surplus of £33,515 (2014: loss of £17,146) of which a surplus of £14,015 (2014: deficit £17,146) relates to unrestricted funds and a surplus of £19,500 (2014: £nil) to restricted funds.

Further details of the charity performance can be found in the Statement of Financial Activities on page 16 and the Balance Sheet on page 17.

Funding sources for the period 2014/2015 included income of £84,514 (2014: £60,970) from the Legal Aid Agency and other legal fees. Casework legal costs which substantially related to this legal fee income totalled £51,938 (2014: £13,429) providing a net contribution of £32,576 (2014: £47,541) before salary and overheads.

There was also income arising from restricted and unrestricted grants, as well as gifts-in-kind and donations from individuals.

PLANS FOR FUTURE PERIODS

The Management Committee has set the following ongoing objectives for PAS:-

- (i) To continue to provide, increase and improve a free, high quality, accessible legal advice and information service to prisoners in England and Wales.
- (ii) To maintain publicly-funded casework.
- (iii) To increase awareness of PAS as the main provider of information about prison law.
- (iv) To identify the unmet needs of prisoners not currently taken up by PAS's service and expand the range of services provided to meet those needs.
- (v) To have a minimum of three months' operating costs in reserve at any one time.

PRISONERS' ADVICE SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also directors of Prisoners' Advice Service 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 the year. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

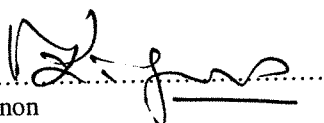
This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Principal Office:

36 St Johns Lane
London
EC1M 4BJ

Signed on behalf of the Board of Trustees

.....
Martine Lignon



Approved by the members of the committee on 16th December 2015

I report on the accounts for the year ended 31 March 2015 which are set out on pages 16 to 26.

Respective Responsibilities of Directors and Reporting Accountants

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of Independent Examiner's Statement

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

Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met, or:
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Michael Jellicoe

Michael Jellicoe
Chartered Accountant
59 Knowle Wood Road
Dorridge
Solihull
West Midlands
B93 8JP

16 December 2015

PRISONERS' ADVICE SERVICE**STATEMENT OF FINANCIAL ACTIVITIES (incorporating THE INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2015**

		<u>Year ended 31.3.2015</u>			<u>Year ended</u>
	<u>Note</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>31.3.2014</u>
		£	£	£	£
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	-	165,177	165,177	143,463
Activities for generating funds:					
Interest receivable		-	10	10	143
Incoming resources from charitable activities:					
Advice and information	3	155,963	84,874	240,837	172,663
Sundry operating income		-	-	-	2,911
Total incoming resources		<u>£155,963</u>	<u>£250,061</u>	<u>£406,024</u>	<u>£319,180</u>
Resources expended	5,6,7				
Costs of generating funds:					
Costs of generating voluntary income		-	20,803	20,803	14,495
Charitable activities:					
Advice and information		136,463	196,156	332,619	306,679
Governance costs		-	19,087	19,087	15,152
Total resources expended		<u>£136,463</u>	<u>£236,046</u>	<u>£372,509</u>	<u>£336,326</u>
Net income / (expenditure) for the year		19,500	14,015	33,515	(17,146)
Total funds brought forward		-	50,001	50,001	67,147
Total funds carried forward		<u>£19,500</u>	<u>£64,016</u>	<u>£83,516</u>	<u>£50,001</u>

Movements in restricted funds are shown in note 15 to the financial statements.

All incoming resources and resources expended derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 26 form part of these financial statements.

BALANCE SHEET AS AT 31 MARCH 2015

	<u>Note</u>	<u>2015</u>	<u>2014</u>
		£	£
FIXED ASSETS			
Tangible fixed assets	10	2,447	2,506
CURRENT ASSETS			
Debtors	11	123,997	72,802
Cash at bank and in hand		22,700	17,326
		<u>146,697</u>	<u>90,128</u>
CREDITORS: amounts falling due within one year	12	65,628	(42,633)
NET CURRENT ASSETS		81,069	47,495
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>£83,516</u>	<u>£50,001</u>
CAPITAL AND RESERVES	15		
Restricted funds		19,500	-
Unrestricted funds		64,016	50,001
		<u>£83,516</u>	<u>£50,001</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

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

These financial statements were approved and authorised for issue by the Trustees on 16 December 2015 and are signed on their behalf by:

.....
M Lignon

Company Registration Number 3180659

The notes on pages 18 to 26 form part of these financial statements.

PRISONERS' ADVICE SERVICE**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015****1. ACCOUNTING POLICIES****(a) Basis of Accounting**

These accounts have been prepared under the historical cost accounting convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), The Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP 2005) issued in March 2005.

(b) Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:-

- Voluntary income is received by way of grants that provide core funding or income of a general nature, such as donations and gifts, and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Incoming resources from charitable activity are accounted for when earned.
- In respect of contracts for ongoing services, fees for legal services represents the value of work done in the year including estimates of amounts not invoiced.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Incoming resources from grants where related to strongly implied time periods in which the expenditure can take place is accounted for on the basis of the time period included in these financial statements. Grant income is deferred where expenditure is expected to take place in a future accounting period.
- Legal services provided by other solicitors on behalf of the charity but which are settled directly to the solicitor by the Legal Aid Agency are accounted for as expenditure on legal costs and as fees received for legal services within the financial statements.

PRISONERS' ADVICE SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

1. ACCOUNTING POLICIES (continued)

(c) Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Irrecoverable VAT is reported as part of the expenditure to which it relates:-

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, eg staff time or estimated usage as set out in Note 5.

(d) Fund Accounting

Funds held by the Charity are either:-

- (i) Unrestricted general funds – these are funds without specified purpose and are available as general funds.
- (ii) Designated funds – these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.
- (iii) Restricted funds – these are funds which can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Transfers between funds are made to cover deficits on individual restricted funds and to recognise fixed assets acquired with restricted income, but with no further restriction on use, within unrestricted funds.

(e) Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office fixture and equipment- 20% straight line basis

Fixed assets are not capitalised unless their cost is more than £200.

(f) Operating Leases

Rentals are charged to the income and expenditure account in equal annual instalments over the period of the lease.

(g) Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activities.

PRISONERS' ADVICE SERVICE**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)****2. VOLUNTARY INCOME**

	<u>2015</u>	<u>2014</u>
	£	£
Donated services	10,241	10,000
Donations	33,436	22,213
Core funding grants (note 4)	121,500	111,250
	-----	-----
	£165,177	£143,463
	=====	=====

The donated services relate to the generous funding of printing, event auditorium hire and other costs and to the provision of pro bono legal support. In 2014 donated services related to work on Prisoners' Advice Service's own development and strategic planning.

Included in the donations is £20,000 (2014 £10,000) plus Gift Aid kindly donated by Lady Edwina Grosvenor.

3. ADVICE AND INFORMATION

	<u>2015</u>	<u>2014</u>
	£	£
Restricted donations	8,998	600
Grants funding activities (see note 4)	146,965	110,503
Legal Aid Agency fees and other legal fees inc reimbursed costs	84,514	60,970
Prisoners' Legal Rights Bulletin	360	590
	-----	-----
	£240,837	£172,663
	=====	=====

Included in restricted donations is £6,638 raised from individuals who donated via Global Giving (UK) to support the provision of legal advice to women prisoners and disabled prisoners.

PRISONERS' ADVICE SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

4. GRANTS RECEIVABLE DURING THE YEAR AND MOVEMENT ON DEFERRED INCOME

<u>Source</u>	<u>Purpose</u>	<u>2015</u> £	<u>2014</u> £
29 May 1961 Charitable Trust	Core funding	5,000	5,000
1970 Trust	Core funding	3,000	3,000
The AB Charitable Trust	Core funding	20,000	15,000
Allen and Overy Foundation	Core funding	5,000	-
The Charles Irving Charitable Trust	Core funding	-	2,000
Garfield Weston Foundation	Core funding	-	20,000
The Hadley Trust	Core funding	60,000	60,000
The Leigh Trust	Core funding	2,000	-
The London Legal Support Trust	Core funding	10,000	-
The Northmoor Trust	Core funding	10,000	-
The William Allen Young Charitable Trust	Core funding	2,000	-
Other	Core funding	4,500	6,250
Total Core Funding Grants		£121,500	£111,250
The Access to Justice Foundation	Outreach Clinics	5,000	-
The Albert Hunt Trust	Older Prisoners	2,000	-
The Alice Ellen Cooper Dean Charitable Foundation	Housing for Disabled and Women Prisoners upon Release	5,000	-
The Barrow Cadbury Trust	Women's Outreach Clinics	19,000	-
Big Lottery Fund	Advice line	31,464	17,503
The Cole Charitable Trust	Women & Disabled Prisoners Outreach	3,000	-
The Constance Travis Charitable Trust	Housing for Disabled and Women Prisoners upon Release	3,000	-
The Drapers' Charitable Trust	Older Prisoners	3,000	-
Esmee Fairbairn Foundation	Costs relating to Managing Solicitor	-	20,000
The Evan Cornish Foundation	Outreach Service	-	7,500
The Fowler Smith and Jones Trust	Essex Activities	2,000	-
The Law Society Charity	Costs relating to letter advice	5,000	7,500
The Leathersellers' Company Charitable Fund	Disabled Prisoners	5,000	-
The Mulberry Trust	Older Prisoners	3,000	-
The Norton Foundation	Young Adult Prisoners in the Midlands	2,000	-
J Paul Getty Charitable Trust	Outreach Service	15,000	15,000
The Persula Foundation	Disabled Prisoners	2,000	-
Peter Stebbings Memorial Charity	Older Prisoners	3,000	3,000
The Pilgrim Trust	Women's Caseworker	-	10,000
The Swan Mountain Trust	Belmarsh Outreach Clinic	2,000	-
The Tudor Trust	Costs relating to Managing Solicitors	30,000	30,000
The Walter Guinness Charitable Trust	Wiltshire and Swindon Activities	2,000	-
Others		4,501	-
Total Grants Funding Activities		£146,965	£110,503
Total Grants receivable in Year		£268,465	£211,856
		<u>2015</u> £	<u>2014</u> £
Deferred grants at 1.4.2014		2,934	12,831
Grants received in the year		149,737	100,606
Deferred grants at 31.3.2015		(5,706)	(2,934)
Grants released to income		£146,965	£110,503

PRISONERS' ADVICE SERVICE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)

5. TOTAL RESOURCES EXPENDED

	<u>Basis of Allocation</u>	<u>Voluntary Income</u>	<u>Advice and Information</u>	<u>Governance</u>	<u>Total</u>	<u>2014</u>
Costs directly allocated to activities:						
Staff costs	Direct	14,674	147,921	10,252	172,847	179,398
Legal and casework costs	Direct	-	51,938	-	51,938	13,429
Independent examiner's fees	Direct	-	-	3,370	3,370	2,190
Other	Direct	664	7,062	-	7,726	-
Support costs allocated to activities:						
Staff costs	Staff time	2,414	55,520	2,414	60,348	62,674
Office costs	Usage	2,075	47,732	2,075	51,882	54,141
Premises costs	Usage	976	22,446	976	24,398	24,494
Total resources expended						
		<u>£20,803</u>	<u>£332,619</u>	<u>£19,087</u>	<u>£372,509</u>	<u>£336,326</u>
2014		<u>£14,495</u>	<u>£306,679</u>	<u>£15,152</u>	<u>£336,326</u>	

PRISONERS' ADVICE SERVICE**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)****6. TOTAL RESOURCES EXPENDED****Salary Costs**

	<u>2015</u> £	<u>2014</u> £
Gross	192,794	204,085
Employer's NIC	16,913	19,800
Pension contributions	10,397	9,916
	----- £220,104 =====	----- £233,801 =====

No employee earned more than £60,000 (2014: none).

The average number of full time staff employed during the year was:-

	<u>2015</u> £	<u>2014</u> £
Legal Staff	5	6
Administration	2	2
	----- 7 =====	----- 8 =====

None of the trustees received any remuneration during the year (2014: £nil).

None of the trustees received any reimbursement of expenses during the year (2014: £nil).

7. NET INCOME/(EXPENDITURE) FOR THE YEAR

	<u>2015</u> £	<u>2014</u> £
Net income/(expenditure) for the year is after charging:-		
Depreciation	1,529	1,397
Independent examiner's remuneration as examiner	2,850	2,190
Independent examiner's remuneration for advice	520	-
Rentals under operating lease:		
Land and buildings	19,000	19,000
Other assets	3,007	2,984
	=====	=====

8. TAXATION

The company is a registered charity and it is considered that its activities are such that no taxation liability will arise.

9. PENSIONS

The charity made contributions totalling £10,397 (2014: £9,916) to a defined contribution scheme during the year of which £1,059 (2014: £1,024) was outstanding at year end.

PRISONERS' ADVICE SERVICE**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)****10. TANGIBLE FIXED ASSETS**Office Fixtures and EquipmentCost:

<i>At 1 April 2014</i>	9,403
Additions	1,470
Disposals	(1,510)

At 31 March 2015	£9,363
	=====

Depreciation:

<i>At 1 April 2014</i>	6,897
Charge for year	1,529
Disposals	(1,510)

At 31 March 2015	£6,916
	=====

Net Book Value

At 31 March 2015	£2,447
	=====
<i>At 31 March 2014</i>	£2,506
	=====

11. DEBTORS

	<u>2015</u>	<u>2014</u>
	£	£
Trade debtors	25,907	7,806
Amounts recoverable under contracts	76,827	50,983
Other debtors	10,102	11,784
Prepayments	11,161	2,229
	-----	-----
	£123,997	£72,802
	=====	=====

12. CREDITORS: amounts falling due within one year

	<u>2015</u>	<u>2014</u>
	£	£
Taxation and social security	5,240	-
Other creditors	1,059	1,024
Accruals	53,623	38,675
Deferred grant income (see note 4)	5,706	2,934
	-----	-----
	£65,628	£42,633
	=====	=====

13. CAPITAL

The company has no share capital being limited by guarantee. All trustees are members of the company and each has undertaken to contribute £1 in the event of the company being wound up.

PRISONERS' ADVICE SERVICE**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)****14. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<u>Restricted Funds</u>	<u>Unrestricted Funds</u>	<u>Total Funds</u>
	£	£	£
Fixed assets	-	2,447	2,447
Current assets	25,206	121,491	146,697
Current liabilities	(5,706)	(59,922)	(65,628)
	-----	-----	-----
	£19,500	£64,016	£83,516
	=====	=====	=====

15. RESTRICTED FUNDS

	<u>At 1 April 2014</u>	<u>Incoming Resources</u>	<u>Outgoing Resources</u>	<u>At 31 March 2015</u>
	£	£	£	£
Community Care	-	37,899	(25,899)	12,000
Advice Line	-	31,464	(31,464)	-
Regional	-	9,000	(9,000)	-
Women – Barrow Cadbury	-	19,000	(19,000)	-
Outreach	-	20,000	(15,000)	5,000
Managing Solicitors	-	30,000	(30,000)	-
Other	-	8,600	(6,100)	2,500
	-----	-----	-----	-----
	-	155,963	(136,463)	19,500
Unrestricted funds	50,001	244,670	(230,655)	64,016
	-----	-----	-----	-----
Total Funds	£50,001	£400,633	£(367,118)	£83,516
	=====	=====	=====	=====

Purposes of restricted funds:

Community Care:	This fund was used to meet the salary and other costs of the charity's community care projects. These include advice with older, disabled and women prisoners prior to their release and upon release.
Advice Line:	This fund was used to meet some of the costs of running the Advice Line.
Regional:	This fund was used to meet costs incurred in donor specified regions and designated outreach clinics.
Women:	This fund is derived from a donation from the Barrow Cadbury Trust and was used to meet the cost of the caseworker for women prisoners.
Outreach:	This fund was used to meet the salary cost of the caseworker for the charity's outreach service.
Managing Solicitors:	This fund was used to meet the salary cost of the managing solicitors.
Other:	This fund was used to meet some of the costs of replying to correspondence from prisoners and includes other donations with restricted purposes.

In the opinion of the trustees, there are sufficient resources held to enable each fund to be applied in accordance with the restrictions imposed by the donors.

PRISONERS' ADVICE SERVICE**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (cont'd)****16. RELATED PARTIES**

There were no transactions with related parties during the year (2014: none) that are required to be disclosed in these accounts.

17. OPERATING LEASE COMMITMENTS

At 31 March 2015 the charity had the following commitments under non-cancellable operating leases:-

	<u>Land and Buildings</u>	<u>Other</u>
	£	£
Expiring within two to five years	£21,000	£3,038
	=====	=====

18. CONTINGENT LIABILITY

The charity, together with the Howard League for Penal Reform, has mounted a legal challenge to legal aid cuts for prisoners. Under the Protective Costs Order obtained, the maximum liability for the charity, were it to lose the case, is for costs up to £5,000.

