

REGISTERED COMPANY NUMBER: 3180659 (England and Wales)
REGISTERED CHARITY NUMBER: 1054495

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2017
FOR
PRISONERS' ADVICE SERVICE**

Prime
Chartered Accountants
Corner Oak
1 Homer Road
Solihull
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PRISONERS' ADVICE SERVICE

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FOR THE YEAR ENDED 31 MARCH 2017**

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PRISONERS' ADVICE SERVICE

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2017**

TRUSTEES

Martine Lignon (Chair)
Lucy Rhodes (Vice Chair)
Kassim Gaffar (Treasurer)
Rosie Brighthouse (On Sabbatical from 28/02/2017)
Diane Gault (resigned 26/2/17)
Katy Watts
Jeanne Harrison
Jeremy Harrison
Rebecca Perlman
Eric Allison (appointed 22/2/17)

REGISTERED OFFICE

37 Eyre Street Hill
London
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REGISTERED COMPANY NUMBER

3180659 (England and Wales)

REGISTERED CHARITY NUMBER

1054495

INDEPENDENT EXAMINER

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PRISONERS' ADVICE SERVICE

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2017

It is with great pleasure that I introduce PAS' annual report for 2016-17, our 25th Anniversary year. Throughout that year, PAS continued to provide its full range of services for adult prisoners in England and Wales (namely its telephone Advice Line service, Letters Clinics, Outreach Clinics, casework and quarterly legal bulletins), striving also to meet the demand for provision left by the 2013 government cuts to funded Legal Aid provision for prisoners.

The impact on prisoners - and upon PAS' ability to advise them - has grown consistently throughout the interim, with record 25,000 calls from prisoners made to our Advice Line in 2016-17, an increase of over 50% since the Legal Aid cuts were introduced.

Despite this challenging climate, I am pleased to report that, over the past year, PAS' staff and volunteers continued to work with unstinting commitment and achieved an extraordinary amount for our clients. Through the remarkable generosity of our donors, our services for prisoners were maintained and extended. Though we experienced a small, temporary shortfall in income this year, we remain confident that, with constant effort, careful planning and ongoing support from our donors, PAS will continue to thrive.

In 2016/17, we pursued the expansion of our remote Letters Clinics programme into the academic sector, with the latest additions to the service being the Universities of Sussex and Swansea. Along with their counterparts from the Universities of Essex, Sunderland and Kent, undergraduates responded to prisoners' letters to PAS, with advice and support, under the supervision of a university lecturer and one of PAS' qualified solicitors. PAS provided training sessions for the students on Prison Law, the principal aim of remote clinics being to build PAS' capacity in the context of the growing demand for our services. Remote clinics also benefited the students participating by giving them hands-on experience in Prison Law and the drafting of legal letters.

We also continued to expand our remote Letters Clinics in the Corporate sector. In addition to our six existing pro-bono Corporate partners - Herbert Smith Freehills, Latham & Watkins, Mayer Brown, Reed Smith, Shearman & Sterling and Simmons & Simmons - Blackrock's Legal Department kindly offered their staff time to set up a further remote Letters Clinic. Again, this new partner significantly increased PAS' capacity to respond to prisoners' written enquiries to us.

In September 2016, PAS' London office welcomed our first ever legal trainee on secondment, Olivia Tattarletti. Ms Tattarletti spent six-months at the charity, completing her tenure at the end of March 2017. Her placement was an incredible success and a wonderful opportunity for PAS, provided by Corporate partner Simmons & Simmons, to whom we were most grateful.

In partnership with Recoop, the charity providing resettlement and care for older ex-offenders and prisoners, we introduced specialist Outreach Clinics for older prisoners in HMP Erlestoke in Wiltshire and HMP Guys Marsh in Dorset.

We held a record 100 Outreach Clinics, reaching 900 prisoners face-to-face, inside prisons across England and Wales during 2016-17. We trained more prisoners to become Peer Advisors, able to give straightforward legal information and Prison Law advice to fellow prisoners, and to forward more complex issues to us.

Also this year, our Caseworkers continued to train with Rights of Women (RoW) towards the Office of the Immigration Services Commissioner (OISC) levels one and two, and PAS itself was accredited with OISC level three, permitting us to give Immigration Law advice to Foreign National Prisoners (FNP). Similarly, two of our Caseworkers specialising in work with women prisoners were trained by RoW to advise on Family Law issues. Moving forward, as a result of this training, Family Law, particularly in relation to adoption, care proceedings and child arrangements, will now form an integral element of our work to support female prisoners.

Over the course of 2016-17, we continued to update our range of Information Sheets and forged ahead with work on our self-help Tool-Kits, which will enable prisoners to undertake for themselves some of the legal processes that would have previously been pursued on their behalf by Legal Aid-funded lawyers.

PRISONERS' ADVICE SERVICE

CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2017

With prisoners so heavily reliant on PAS after the Legal Aid cuts, we continued to try to reach ever more clients, and to make our services more widely known among prisoners across England & Wales. We reached increasing numbers of clients through our Prisoners' Legal Rights Bulletin, which provided timely and accurate quarterly updates to 904 prisoners on changes to Prison Law.

In 2016-17, PAS persevered in its fight to reverse the 2013 cuts that have affected so many prisoners. In July 2015, alongside The Howard League for Penal Reform, PAS finally won the right to challenge the Legal Aid cuts for prisoners when the Court of Appeal ruled there was a risk that the system could be unfair and unlawful. The Court's decision meant that the case could then proceed to a full trial, and that the two charities' full arguments challenging the cuts were heard by the Court in January 2017.

In a long overdue move, I had the pleasure of welcoming ex-prisoner, and The Guardian's Prison Correspondent, Eric Allison, to the Board of Trustees on 22 February 2017. Mr Allison is our first Trustee recruited from amongst our client-group. His appointment as Trustee required much work on the part of myself and Vice Chair, Lucy Rhodes, the essential waiver from the Charity Commission taking over a year to come through. Mr Allison's insight into prison life will be invaluable to PAS' services in the coming years.

In other Trustee news, Rosie Brighthouse went on sabbatical for a year in February 2017 and Diane Gault, who served nine years as a Trustee for PAS, resigned in March 2017. I am most grateful to all our Trustees for their active involvement and contributions towards the smooth running and increasingly rigorous governance of PAS.

Finally, and on behalf of PAS' Management Committee (Board of Trustees), I would like to express our gratitude to, and admiration for, all those who helped PAS to continue in its Mission to provide free legal advice and information to prisoners throughout England and Wales regarding their rights, conditions of imprisonment and the application of the Prison Rules. I particularly thank all of our hard-working staff and volunteers, and express my deep appreciation of our loyal donors (Trusts and Foundations, Corporations and Individuals) whose ongoing confidence in, and generous contributions to, PAS were vital in enabling its ongoing provision of services to prisoners in 2016-17.

PRISONERS' ADVICE SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

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 Joint Managing Solicitors.
- (iii) To write to clients with information about their specific cases, as directed by the Joint Managing Solicitors or legal caseworkers.
- (iv) To respond to general letters from prisoners under the supervision of the Joint Managing Solicitors or legal caseworkers.
- (v) To assist with fundraising and communications activities under the supervision of the Fundraising and Communications Manager.

Volunteers

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

PRISONERS' ADVICE SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Joint Managing Solicitors

Throughout 2016-17, Deborah Russo and Lubia Begum-Rob continued in their roles as Joint Managing Solicitors at PAS. Their duties continued to involve a mix of advice, advocacy, litigation and management.

In the legal side of their role, Deborah and Lubia answered hundreds of telephone calls and letters and pursued several cases during the year. They jointly ran Outreach Clinics at HMP Belmarsh, the highest security prison in Europe, and continued to extend the services that PAS provides. In the managerial side of their role, Deborah and Lubia were responsible for the day-to-day running of PAS on behalf of the Management Committee and for managing the other staff members and volunteers. Deborah and Lubia shared responsibility for all aspects of PAS' work equally.

Notable events in 2016-17 included the recruitment of a new Fundraising and Communications Manager, Geof Jarvis, in March 2017 and the recruitment of Buffy Sharpe as Trust Fundraiser and PAS' first ever second fundraiser in September 2016.

Jane Finnis, who had been recruited as maternity cover for the Women Prisoners' Caseworker, Kate Lill, was retained as part-time Partnerships Manager in September 2016. In 2016/17, Deborah and Lubia, followed by Jane, continued the expansion of PAS' remote Letters Clinics programme into the academic sector. Along with undergraduates from the Universities of Essex, Sussex, Swansea and Sunderland, students from the Law Clinic at the University of Kent responded to letters to PAS with advice and support under the supervision of a university lecturer and one of PAS' qualified solicitors.

In a new development for PAS, Deborah and Lubia initiated the running of a remote Letters Clinic with leading international law firm, Simmons & Simmons, in the Corporate sector - a potentially important funding stream going forward. Jane took over this role and her work developing relationships in the academic and corporate sectors in 2016-17 significantly increased our capacity to respond to prisoners' written enquiries to us.

In 2016-17, funding from Trust for London enabled PAS' participation in the Athena Project, which saw both Deborah and Lubia, as well as two of our Caseworkers - Nicki Rensten and Kate Lill - being trained by Rights of Women (RoW) to Office of the Immigration Services Commissioner (OISC) levels 1 and 2. This enabled them to begin giving immigration law advice to Foreign National Prisoners (FNPs) and immigration detainees, thereby expanding the range of legal advice that PAS was able to provide.

In May 2016, we celebrated PAS' 25th anniversary by holding a thought-provoking, annual panel discussion entitled: "Discrimination undisclosed: transgender, traveller and older prisoners". The evening was attended by about 75 guests, who heard contributions from:

- Alma Hageman, Project Worker, HMP Eastwood Park, Resettlement and Care for Older Ex-Offenders and Prisoners
- Dr Sarah Lambie, Senior Lecturer in Law, Birkbeck School of Law
- Geraldine Scullion, Project Manager, Equality and Social Justice Unit, Traveller Movement
- Dr Hazel Wardrop, Research Manager, Equality and Human Rights Commission.

The discussion was chaired by Karon Monaghan QC from Matrix Chambers and took place at the offices of Linklaters, whom we thank for their support.

In November 2016 one of our Patrons, Edward Fitzgerald QC, delivered the annual PAS Lecture in the offices of Herbert Smith Freehills. His speech was entitled "Life without Parole" and was attended by 101 guests.

Deborah and Lubia continued to work hard to raise the profile of PAS within the legal and wider communities and acted as leading authorities within the legal sector for the advocacy of prisoners' rights.

PRISONERS' ADVICE SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Joint Managing Solicitors are executive committee members of the Association of Prison Lawyers (APL). Through the APL, Deborah and Lubia played a leading role in the sector's ongoing discussions as to how prison lawyers can best adapt their services to represent and advocate for their clients in the face of the 2013 Legal Aid cuts. PAS also continued this year to be an active member of the following professional bodies: CLINKS, the Criminal Justice Alliance, the Detention Forum, the Discrimination Law Association, the National Council for Voluntary Organisations, the Parole Board Users' Group, Public Lawyers in Non-Governmental Organisations and The Small Charities Coalition.

In addition to her Joint Managing Solicitor role, Lubia continued to take on casework - both legally aided and pro bono - as Race and Religious Discrimination Caseworker. Deborah continued to retain a keen interest in representing women prisoners, especially those serving indeterminate sentences. She continued to supervise and support the Women Prisoners' Caseworker in her role and attended a number of Outreach Clinics in women's prisons.

Deborah and Lubia were actively co-supervised by the Chair and by a senior and very experienced prison law solicitor. This structure ensured that they were supported in all aspects of their work

Race and Religious Discrimination Caseworker

In addition to her duties outlined above, in 2016-17 Lubia Begum-Rob continued to advise prisoners who had suffered ethnic or religious discrimination.

According to the Prison Reform Trust's Autumn 2016 Prison Factfile, 26% of the prison population in England and Wales were from a black, Asian or minority ethnic group (BAME), compared to 14% of the population as a whole.

The issues raised with Lubia during the year included ethnic minority prisoners who complained of less favourable treatment by staff compared to that received by their white counterparts, and complaints of unjustifiable failure by prison authorities to accommodate prisoners to practise the basic tenets of their religion.

Race and Religious Discrimination Case Study

Mr D, a Pakistani Briton, complained that on two separate occasions he had been transferred to prisons as a Foreign National Prisoner (FNP), in spite of the fact that he was the holder of a British passport. On both occasions he believed that the transfers had been made on the basis of his ethnicity - and staff failure to check his immigration status as a British citizen. We complained to the prison on behalf of Mr D and obtained confirmation that we believed demonstrated a breach of equality laws. We sought advice from counsel and assisted Mr D to lodge a claim for direct and indirect racial discrimination against the Prison Service in the County Court as a litigant in person (unrepresented). We are confident that he has a strong claim to argue that being transferred twice to an FNP prison was discriminatory against him - and that the prison would not have treated a white Briton in the same way.

Women Prisoners' Caseworker

During 2016-17, PAS' dedicated Women Prisoners' Caseworker role was covered by two people. Kate Lill had gone on maternity leave in September 2015 and her role was temporary filled - until her return to work in August 2016 - by Jane Finnis, a solicitor advocate who had formerly worked at a South London firm specialising in criminal and prison law. The majority of our work with women prisoners over the year, therefore, was carried out by Jane and, subsequently, by Kate upon her return. In addition, Joint Managing Solicitor, Deborah Russo, continued to be involved with some aspects of our work with women, including conducting casework and running Outreach Clinics.

PAS' work with women is constantly - and necessarily - expanding. Between 1993 and 2005, the number of women in prison trebled. 8,562 women were sent to prison in the year to June 2016. (Prison Reform Trust, Autumn 2016 Prison Factfile.)

PRISONERS' ADVICE SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Over the course of 2016-17, PAS delivered some 30 Outreach Clinics in six women's prisons: HMPs Downview, Send and Bronzefield (all in Surrey), HMP New Hall (in West Yorkshire), HMP Eastwood Park (in Gloucestershire), and HMP Styal (in Cheshire). A further 20 clinics were delivered to female prisoners by Peer Advisers who had been trained by us. Overall, we helped about 400 women prisoners in the past year through Outreach Clinics alone, and hundreds more through telephone calls, letters and casework. 11% of all calls to our Advice Line were from women prisoners, while that group represents only 5% of the prison population as a whole.

Women Prisoner Case Study

Prisoner C, a female prisoner who was at risk of being released homeless in three weeks' time, contacted PAS for help. She had applied to her prison for Resettlement Overnight Release (ROR), which permits prisoners to spend time overnight at the place they will be living once they are released from prison and is intended to help prisoners reintegrate with life outside prison. The prison refused her application.

Without secured accommodation, upon release from jail, the prisoner would not be allowed to reunite with her children, for whom she was sole carer. Her concern to be with her children was acute - particularly as one of her daughters was undergoing tests for a terminal illness.

Our Women's Caseworker wrote to the prison challenging the legality of its decision to deny ROR in the last 28 days of sentence, citing the Article 8 rights (of the European Convention on Human Rights) of the woman and her children to a "private and family life". Within 24 hours of PAS' intervention, the prison reversed its decision and granted ROR to Prisoner C.

Outreach Caseworker

In 2016-17, Nicki Rensten, PAS' Outreach Caseworker, continued to advise prisoners through letter and telephone enquiries, to maintain a varied and complex caseload of legally aided and pro bono matters, and to expand the provision of our Outreach Clinics. Over the year, Nicki, and other caseworkers, delivered Outreach Clinics helping hundreds of male prisoners. Working with the charity RECOOP, which assists older prisoners, we developed regular Outreach Clinics aimed at that age group at HMPs Erlestoke in Wiltshire, Guys Marsh in Dorset, Kirkham in Lancashire and Manchester.

This was in addition to the work that was already being done with the same organisation at Leyhill and Eastwood Park prisons (in Gloucestershire). The sessions at these new sites were well attended and we received very positive feedback from them. We also maintained delivery of our established Outreach Clinics in men's prisons in London: HMPs Belmarsh, Pentonville, Wandsworth and Thameside.

In partnership with the St. Giles' Trust, Nicki continued to train suitable prisoners to become Peer Advisers, equipping them to give basic legal information and advice to their fellow prisoners and to signpost more complicated issues to us. Nicki also began the process of developing this work further at Huntercombe prison in Oxfordshire, which houses male Foreign National Prisoners (FNPs), with overlapping immigration and prison law concerns. In order to address this specific need, in 2016-17, Nicki and other caseworkers began training in Immigration Law provided by Rights of Women (RoW) under the auspices of the Athena Project, funded by Trust for London. As a result, PAS is now registered with the Office of the Immigration Services Commissioner (OISC).

PRISONERS' ADVICE SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Outreach Case Study

Nicki advised a prisoner with an eight-year sentence, which means he would serve four years. He had done 18 months and was in Category C, which is the lowest category for closed prisons. The prisoner's mother suffers from multiple health problems so he applied to be moved to another Category C prison closer to her home. As the prison he was in considered him to be a very low-risk and a trustworthy prisoner, instead of granting this move, it recategorised him to Category D, so that he could be moved to an open prison close to his home instead. His mother would then be able to visit him even more easily and in more relaxed conditions. However, as he still had two and a half years to serve, and the Prison Service Instruction on Categorisation states that two years is usually considered to be the maximum time a prisoner should spend in open conditions, the Category D open prisons refused to accept him for transfer. PAS helped the prisoner to break out of this impasse by corresponding with the various prisons concerned and, when this did not resolve the situation, taking his complaint to the Prison and Probation Ombudsman, who upheld his complaint and recommended that he be moved to the open prison without further delay.

Community Care Caseworkers

Throughout 2016-17, our existing Community Care Caseworker, Laura Orger, continued to provide specialist advice and assistance to mentally and physically disabled prisoners, and to older prisoners, across England and Wales. Indeed, faced with a growing demand for our assistance from disabled and older prisoners, in April 2016, we recruited an additional Community Care Caseworker, Anna Fairbank - an experienced solicitor - who now works alongside Laura in this expanded role.

In 2016-17, Laura and Anna delivered a total of 19 Outreach Clinics in six prisons, providing face-to-face legal advice and assistance to 204 prisoners, many of whom had a physical or mental illness. They also dealt with hundreds of telephone and letter enquiries, and worked on a number of ongoing cases helping prisoners who had suffered disability discrimination. In 2016, 41% of calls to our Advice Line were from disabled prisoners.

We introduced specialist Outreach Clinics focused on older inmates in prisons that hold a significant number of older people, including HMPs Eastwood Park and Leyhill, both in Gloucestershire. Older prisoners often have special needs that may be overlooked by busy prison officers or delayed by Prison Service bureaucracy - so our interventions were vital to protect their rights and enhance both their access to justice and to health and social care services. These Outreach Clinics proved to be a successful way for us to advise older prisoners on their rights, particularly with respect to age-related healthcare issues, on a face-to-face basis.

Throughout the year, we were frequently asked for assistance where prisons, local authorities, probation services or NHS Trusts had failed to meet their legal responsibilities towards disabled and elderly prisoners with health or social care needs, both during their time in prison and when they were due for release. As is our process, we first attempted to resolve these issues by writing to the bodies in question, setting out the law and what we expected to be done, but, where necessary, we issued Judicial Review proceedings to ensure the best result for clients.

In February 2017, the Community Care Caseworkers submitted a joint response to a consultation by the Joint Parliamentary Committee on Human Rights. The committee sought evidence from experts as to the appropriateness of holding mentally ill people and, or, those with learning difficulties, in prisons. The committee published its interim report in April 2017.

Community Care Case Study

Prisoner J is an elderly man with mental health problems, physical health problems and a learning disability. He was convicted of arson after setting fire to photographs on his hostel bed. He raised the alarm and no one was hurt. The prisoner's sentencing judge made it clear that he thought a hospital order would have been more appropriate than a prison sentence but no hospital could be found to take him at that time. Prisoner J was given an indeterminate sentence with a short minimum custodial period - but he was still in prison almost 10 years later.

Prisoner J was a model prisoner, but his mental health and cognitive issues meant that there were no suitable risk-reducing programmes available to him in prison and the Parole Board did not think his risk could be managed in a probation hostel where he would also be vulnerable to bullying.

PRISONERS' ADVICE SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In response, PAS identified a placement in specialised supported accommodation, which could provide all the support and supervision Prisoner J needed. We then threatened to take Judicial Review proceedings against the local authority and clinical commissioning group if they did not agree to fund the placement for Prisoner J.

Telephone Advice Line

Throughout the year, our telephone Advice Line continued to serve as a key channel through which we were able to advise prisoners on their rights and, where necessary, to pursue justice for them. The service permitted PAS to impart legal information and support to many thousands of prisoners across England and Wales quickly and effectively - an unprecedented volume of demand for the Advice Line saw a record 25,000 prisoners call us over the course of 2016-17.

We also continued to experience an increase in the average length and complexity of calls - partly attributable to the Legal Aid cuts in 2013. We dealt increasingly with 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. Instead, prisoners relied upon PAS to meet the demand for provision left by the 2013 cuts. The Advice Line is especially vital for those in prison with lower literacy levels, making sure that our service is accessible for all.

Letters Clinics

Our Letters Clinics continued to offer a lifeline to large numbers of prisoners, with 4,000 contacting PAS by letter in 2016-17. The reach of this service extended to more than 100 prisons across England and Wales.

Letters Clinics provide the opportunity for detailed information on specific aspects of Prison Law and individually tailored legal advice from our Caseworkers to be imparted to service-users. As has been mentioned elsewhere in this document, in 2016-17, we continued to expand our remote Letters Clinics programme into the academic sector and, then, into the Corporate Sector.

Students now respond to letters to PAS with advice and support under the supervision of a lecturer and one of PAS' qualified solicitors at the Universities of Essex, Kent, Sunderland, Sussex and Swansea.

In a new development for PAS, we also began to run remote Letters Clinics in the Corporate sector - a potentially important new funding stream. Herbert Smith Freehills, Latham & Watkins, Mayer Brown, Reed Smith, Shearman & Sterling, Simmons & Simmons and BlackRock's legal department all operated remote Letters Clinics for us on a pro bono basis in 2016-17, significantly increasing our capacity to respond to prisoners' written enquiries to us.

Herbert Smith Freehills and Simmons & Simmons Charitable Foundation also awarded grants in support of our work. Additionally in September 2016, Jane Finnis was appointed part-time Partnerships Manager at PAS to manage our relationships with the universities and Corporates.

Self Help Toolkits

The Legal Aid cuts significantly reduced the number of solicitors practising Prison Law. In response to this, we began the process of creating a range of Self Help Toolkits for prisoners - to help them undertake some legal processes by themselves. The list of areas addressed by the tool-kits is as follows:

- Pre-tariff reviews
 - Release on Temporary Licence (includes Childcare Resettlement Leave)
 - Mother and Baby Units
 - Re-categorisation reviews
 - Home Detention Curfew applications
 - Taking a property claim to the County Court
 - Category A reviews
 - Closed visits & banned visitors
 - Governors' Adjudications
 - Parole Board delays.
-

PRISONERS' ADVICE SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Our intention is also to convert these Toolkits into "Easy Read" versions - so that as many as possible within the prison estate, including those with low literacy levels, can benefit from them. We secured a grant from The Legal Education Foundation to support this initiative and we are most grateful for their help.

Information Sheets

In 2016-17, PAS continued to produce and regularly update a range of 33 Information Sheets, downloadable from our website. These explain legal processes and prisoners' rights in prison. They cover topics such as how to progress through the prison system, discrimination, categorisation, transfers, visits and rights for specific client groups. These sheets are sent out to prisoners by our Caseworkers and volunteers and are available for families of prisoners and other prison sector organisations. Over the last year, 15,500 Information Sheets were downloaded.

Foreign National Prisoners

During 2016-17, we continued to prepare for our expansion into the provision of Immigration Law advice for Foreign National Prisoners. Through a joint project with the charity Rights of Women (the Athena Project), we secured free training for our Caseworkers to qualify for OISC (Office of the Immigration Services Commissioner) accreditation at levels 1 & 2. This training began in June 2015 and continued in 2016-17. We secured a grant from Trust for London to support this initiative and are most thankful for their generosity.

Bulletin

We continued to reach an increasing readership through our quarterly Prisoners' Legal Rights Bulletin. This Bulletin - to which some 900 prisoners are subscribed - contained up-to-date and accurate information about new legislation and cases, new Prison Service Instructions and commentary on cases that had gone before the Prisons and Probation Ombudsman.

As well as prisoners, subscribers to the Bulletin throughout the year included solicitors, barristers, academic organisations, journalists, and prison libraries. We are extremely grateful to Herbert Smith Freehills who printed all editions of the Bulletin for us in 2016-17 on a pro bono basis.

PRISONERS' ADVICE SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

As the effect of the government's 2013 Legal Aid cuts continued to be felt in 2016/17, our 25th Anniversary year, PAS was more thankful than ever for the support of both loyal and new donors over the year. Although PAS made a small, temporary deficit for the year on a total income of £456,231, following determined fundraising activities, and thanks in large part to the support of our major funders, we were able to fund and continue all of our activities throughout the year and have since recovered the shortfall.

During the year, we were most grateful to receive major grants from The Hadley Trust (£60,000), The AB Charitable Trust (£20,000), Northmoor Trust (£15,000), The London Legal Support Trust (£12,000) and The Evan Cornish Foundation (£10,000), as well as several smaller grants of up to £5,000 each.

Existing awards from Trust for London (£60,000 over 3 years, made 2015) and The Legal Education Foundation (£52,000 over 2 years, also made 2015) continued to reap rewards for our client group. PAS also continued to benefit from multi-year grants from the Big Lottery Fund (£34,876 p.a., made 2012) and The Barrow Cadbury Trust (£20,000 p.a., made 2014). Collectively, this support from our major funders was vital in ensuring that we were able to undertake current work and plan for the future.

Throughout the year, we continued to run an online fundraising campaign for our work with women and disabled prisoners through the Global Giving website. Aimed at the general public, this project raised more than £20,000.

In 2016/17, in a new development for PAS, we began running remote Letters Clinics in the potentially lucrative Corporate sector. As well as recent corporate partnerships with Simmons & Simmons and Herbert Smith Freehills, over the year we introduced new corporate relationships with Mayer Brown, Shearman & Sterling, Reed Smith, Latham & Watkins and BlackRock's legal department. All seven firms operated remote Letters Clinics for us (similar to the academic project described in the Joint Manging Solicitors section, above).

We raised additional funds - as well as public awareness of our work - by organising, or taking part in, various events and activities. In May 2016, staff members and volunteers took part in the 10k London Legal Walk, to help raise funds for vital, local, legal services in London and the South East, including PAS. Some 10,000 people took part in the walk and PAS raised £1,291 in sponsorship towards our work as a result.

In November 2016, quizzes were held all over the country to raise funds for Legal Support Trusts and local legal advice charities. The PAS Pub Quiz was held in The Rugby Tavern in Holborn, and attended by eight teams representing groups of barristers' chambers, solicitors' firms and loyal supporters of our work. The event raised over £650 to help support our activities.

Over the year, we continued to raise our social media profile and now have over 860 'Likes' on Facebook, nearly 1,450 followers on Twitter and a LinkedIn page. Our website attracted regular traffic and we disseminated our quarterly e-newsletter to over 1,400 supporters.

We continued to receive media coverage. In April 2016, Inside Time (the prison newspaper) published a letter on a prisoner's re-categorisation entitled, "Wonderful Prisoners' Advice Service". We were also mentioned in that edition in a letter about our help in overturning a table ban in a segregation unit. In Spring 2016, Laura Orger, one of PAS' two Community Care Caseworkers, wrote an article in charity, Women in Prison's Ready Steady Go! magazine entitled, "Acquiring A Roof Over Your Head! How We Can Assist Women Prisoners Obtain Supported Accommodation".

Thank You

We were most grateful to all our supporters in 2016-17, many of whom are listed below in Note 4 to the Accounts. We also thank all those individuals who gave of their time, or money, to support our work with prisoners. There were too many of you to list here but, particularly in the continuing, challenging aftermath of the Legal Aid cuts, each of you played a part in maintaining and expanding PAS services over the past year. Thank you all so very much for helping us to give professional-level advice and support to a most marginalised of communities.

PRISONERS' ADVICE SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

FINANCIAL REVIEW

Financial position

The Statement of Financial activities shows a total deficit of £36,341 (2016: surplus of £44,964) of which a deficit of £33,096 (2016: surplus of £39,249) relates to unrestricted funds and a deficit of £3,245 (2016: surplus of £5,715) to restricted funds.

Further details of the charity performance can be found in the Statement of Financial Activities on page 18 and the Balance Sheet on page 19.

Funding sources for the period 2016/2017 included income of £113,307 (2016: £53,587) from the Legal Services Commission and other legal fees. Casework legal costs which substantially related to this legal fee income totalled £55,948 (2016: £26,740) providing a net contribution of £57,359 (2016: £26,847) before salary and overheads.

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

Reserves policy

Free reserves held on 31 March 2017 were £64,618 representing two 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.

FUTURE PLANS

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 and their legal advisers.
- (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 service to provide to meet those needs.
- (v) To have a minimum of three months' operating costs in reserve at any one time.

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 16 October 2015.

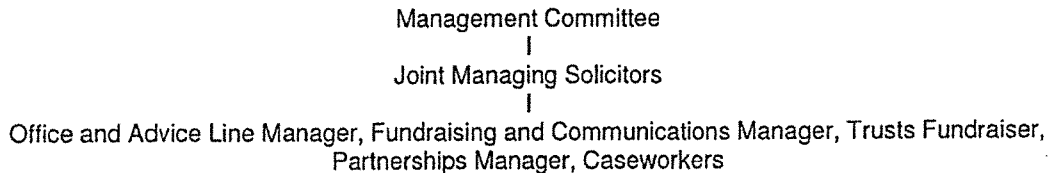
PRISONERS' ADVICE SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

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 Joint Managing Solicitors 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 Joint 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 include:

- (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, needs direction
- (v) making any other decisions considered appropriate by the committee

The officers as at 31 March 2017 were:

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

Risk management

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 reviewed.

STAFF MEMBERS

Lubia Begum-Rob	Joint Managing Solicitor /Race and Religious Discrimination Caseworker
Deborah Russo	Joint Managing Solicitor
Nicki Rensten	Outreach Caseworker
Kate Lill	Women Prisoners' Caseworker
	Women Prisoners' Caseworker (Maternity Cover to September 2016)/Partnerships Manager (appointed September 2016)
Jane Finnis	Community Care Caseworker
Laura Orger	Community Care Caseworker (appointed April 2016)
Anna Fairbank	

PRISONERS' ADVICE SERVICE

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2017

Ben Blackwell

Office and Advice Line Manager
Fundraising and Communications Manager
(appointed March 2017)
Trusts Fundraiser (appointed September 2016)

Geof Jarvis
Buffy Sharpe

Approved by order of the board of trustees on 12th December 2017 and signed on its behalf by:


.....
Martine Lignon - Trustee

PRISONERS' ADVICE SERVICE

STATEMENT OF TRUSTEES RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2017

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 July 2014) and in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PRISONERS' ADVICE SERVICE

I report on the accounts for the year ended 31 March 2017 set out on pages eighteen to thirty one.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that 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 required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

Having satisfied myself that the charity is not subject to 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
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

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 statements 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 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

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.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PRISONERS' ADVICE SERVICE

Michael Jellicoe

Michael Jellicoe
ICAEW
Prime
Chartered Accountants
Corner Oak
1 Homer Road
Solihull
B91 3QG

Date: 21/12/17
.....

PRISONERS' ADVICE SERVICE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017**

	Not es	Unrestricted fund £	Restricted funds £	2017 Total funds £	2016 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	143,475	55,699	199,174	263,248
Charitable activities	4				
Advice and information		113,507	87,833	201,340	136,557
Investment income	3	<u>240</u>	<u>-</u>	<u>240</u>	<u>70</u>
Total		257,222	143,532	400,754	399,875
EXPENDITURE ON					
Raising funds	5	40,107	-	40,107	34,402
Charitable activities	6				
Advice and information		<u>250,211</u>	<u>146,777</u>	<u>396,988</u>	<u>320,509</u>
Total		290,318	146,777	437,095	354,911
NET INCOME/(EXPENDITURE)		(33,096)	(3,245)	(36,341)	44,964
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>97,714</u>	<u>25,215</u>	<u>122,929</u>	<u>77,965</u>
TOTAL FUNDS CARRIED FORWARD		<u>64,618</u>	<u>21,970</u>	<u>86,588</u>	<u>122,929</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

PRISONERS' ADVICE SERVICE

**BALANCE SHEET
AT 31 MARCH 2017**

		2017 £	2016 £
	Notes		
FIXED ASSETS			
Tangible assets	13	3,023	2,226
CURRENT ASSETS			
Debtors	14	134,042	87,352
Cash at bank and in hand		<u>69,294</u>	<u>108,090</u>
		203,336	195,442
CREDITORS			
Amounts falling due within one year	15	(119,771)	(74,739)
NET CURRENT ASSETS		<u>83,565</u>	<u>120,703</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>86,588</u>	<u>122,929</u>
NET ASSETS		<u>86,588</u>	<u>122,929</u>
FUNDS	17		
Unrestricted funds		64,618	97,714
Restricted funds		<u>21,970</u>	<u>25,215</u>
TOTAL FUNDS		<u>86,588</u>	<u>122,929</u>

The notes form part of these financial statements

PRISONERS' ADVICE SERVICE

**BALANCE SHEET - CONTINUED
AT 31 MARCH 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

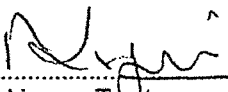
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 12th December and were signed on its behalf by: 2017


.....
Martine Lignon -Trustee

The notes form part of these financial statements

PRISONERS' ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for twelve months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. The following specific policies are applied to particular categories of income:-

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred. Specified or strongly implied time periods over which expenditure can take place are deemed to be donor conditions and grant income is deferred where the expenditure from such a grant is expected to take place in a future accounting period. Where the charity is the lead partner in a project undertaken in partnership with other organisations the grant awarded is shown as grant income and the share of the award attributable to the partners is shown as a grant payment.

Donated facilities and donated professional services are recognised as income at their fair value when their economic benefit is probable, can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity, for example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure. Placing a monetary value on the contributions of unpaid general volunteers, some of whom are corporate lawyers presents significant difficulties as PAS' volunteers complement the work of paid staff rather than replace it. PAS would not employ additional staff nor be willing to pay in the open market for such facilities and services were unpaid volunteers not available. Given the absence of a reliable measurement basis, the contribution of volunteers are not included as income in line with the SORP (FRS 102).

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report, where relevant.

Investment income is earned through holding assets for investment purposes such as term deposit accounts. It includes interest income which is recognised as it accrues.

In respect of contracts for ongoing services, fees for legal services represent the value of work done in the year including estimates of amounts not invoiced.

Legal services provided by other solicitors on behalf of the charity but which are settled directly to the solicitor by the Legal Services Commission 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 FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017**

1. ACCOUNTING POLICIES - continued

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Office fixtures and equipment - 33.33% on cost

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

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

PRISONERS' ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2017

2. DONATIONS AND LEGACIES

	2017	2016
	£	£
Donations	52,924	23,548
Grants	<u>146,250</u>	<u>239,700</u>
	<u>199,174</u>	<u>263,248</u>

Included in restricted donations is £3,376 (2016: £13,375) raised from individuals who donated via Global Giving (UK) to support the provision of legal advice to women and disabled prisoners and £7,823 raised via crowdfunder to support the challenge to legal aid cuts.

Grants received, included in the above, are as follows:

	2017	2016
	£	£
1970 Trust	2,000	3,000
The AB Charitable Trust	-	20,000
Allen and Overy Foundation	-	5,000
29 May 1961 Charitable Trust	5,000	5,000
Birnberg Pierce and Partners	1,000	-
Clare King Charitable Trust	1,000	-
The Denton Charitable Trust	-	1,500
Garfield Weston Foundation	-	20,000
The Hadley Trust	60,000	60,000
Herbert Smith Freehills	3,500	3,000
J Paul Getty Jnr Charitable Trust	-	25,000
The Leigh Trust	-	1,000
The London Legal Support Trust	12,000	13,000
The Northmoor Trust	-	15,000
The Oakdale Trust	-	1,000
The P&C Charitable Trust	-	1,000
Reed Smith LLP	5,000	-
Simmons and Simmons Charitable Foundation	5,000	5,000
Souter Charitable Trust	2,000	2,000
The William Allen Young Charitable Trust	2,000	-
William and Katherine Longman Charitable Trust	-	2,000
1989 William Charitable Trust - Tyne and Wear and Northumberland Activities	-	3,300
Allan Edward Higgs Charity -Coventry Activities	1,000	-
The Beatrice Laing Trust - Housing for Vulnerable Prisoners upon Release	-	2,500
Charles Hayward Foundation - Women Prisoners	-	5,000
The Charles Irving Trust- Older Prisoners	-	1,800
Christopher Holmes Charitable Fund - Essex Activities	-	3,778
The City of London Solicitors' Company - Disabled Prisoners	-	1,000
The Cole Charitable Trust - Women & Disabled Prisoners Outreach	2,000	1,000
The Constance Travis Charitable Trust - Housing upon Release	4,000	3,000
The Evan Cornish Foundation - Outreach Service	10,000	7,500
The Goldsmiths Company - Outreach Service	-	3,000
Hadrian Trust - North East Activities	1,000	1,000
The Harry Payne Fund - Birmingham activities	1,000	-
The Law Society Charity - Costs relating to letter advice	<u>5,000</u>	<u>5,000</u>
Carried forward	122,500	220,378

PRISONERS' ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2017

2. DONATIONS AND LEGACIES - continued

	2017	2016
	£	£
Brought forward	122,500	220,378
The Leathersellers' Company Charitable Fund- Disabled Prisoners	5,000	5,000
The Michael Pratley Charitable Fund- Essex Activities	-	1,222
The Mulberry Trust - Older Prisoners	3,000	3,000
The Persula Foundation - Disabled Prisoners	4,000	6,000
Peter Stebbings Memorial Charity - Older Prisoners	3,000	-
The Rhiannon Trust - Women Prisoners	-	1,000
The Swan Mountain Trust- Foreign National Prisoners	4,000	-
The Woodward Charitable Trust - Training for Advisors	-	1,000
Other donors re core costs	3,750	1,600
Other donors re restricted funds	<u>1,000</u>	<u>500</u>
	<u>146,250</u>	<u>239,700</u>

The purpose of grants included within restricted income has been indicated. Where no purpose is stated the grant is treated as an unrestricted grant to fund the core activity of advice and information.

3. INVESTMENT INCOME

	2017	2016
	£	£
Deposit account interest	<u>240</u>	<u>70</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	2017	2016
	Advice and information	Total activities
	£	£
Membership	200	450
Grants	87,833	82,520
Legal services income	<u>113,307</u>	<u>53,587</u>
	<u>201,340</u>	<u>136,557</u>

PRISONERS' ADVICE SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017**

4. INCOME FROM CHARITABLE ACTIVITIES - continued

Grants received, included in the above, are as follows:

	2017 £	2016 £
The Barrow Cadbury Trust - Women's Outreach Clinics	20,000	20,000
Big Lottery Fund - Telephone Advice Line	35,534	34,879
Legal Education Foundation - Legal Self Help Tool Kits	28,000	24,000
Sir Halley Stewart Trust and The Wates foundation- Family Law	2,707	-
Trust for London - Immigration Legal Advice for Women	20,000	20,000
Movement on deferred grant income	(18,408)	(16,359)
	<u>87,833</u>	<u>82,520</u>

Movement on deferred income comprises:

	2017 £	2016 £
Deferred grants at 1.4.16	22,065	5,706
Deferred grants at 31.3.17	(40,473)	(22,065)
	<u>(18,408)</u>	<u>(16,359)</u>

Income is deferred where either performance conditions have not been fulfilled in the year or the income is intended by the donor to relate to a future accounting period.

5. RAISING FUNDS

Raising donations and legacies

	2017 £	2016 £
Staff costs	34,033	28,689
Direct fundraising costs	768	783
Support costs	<u>5,306</u>	<u>4,930</u>
	<u>40,107</u>	<u>34,402</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 7) £	Support costs (See note 8) £	Totals £
Advice and information	<u>254,274</u>	<u>142,714</u>	<u>396,988</u>

PRISONERS' ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2017

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2017 £	2016 £
Staff costs	187,533	166,709
Training and other staff costs	5,026	3,568
Legal and casework costs	55,948	13,128
Other direct costs	<u>5,767</u>	<u>3,846</u>
	<u>254,274</u>	<u>187,251</u>

8. SUPPORT COSTS

	Staff costs £	Office costs £	Premises costs £	Governance costs £	Totals £
Raising donations and legacies	-	4,103	1,203	-	5,306
Advice and information	<u>66,201</u>	<u>45,153</u>	<u>28,860</u>	<u>2,500</u>	<u>142,714</u>
	<u>66,201</u>	<u>49,256</u>	<u>30,063</u>	<u>2,500</u>	<u>148,020</u>

Support costs, included in the above, are as follows:

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2017 £	2016 £
Independent examiner's fee	2,500	3,750
Independent examiner prior year under accrual	-	800
Independent examiner - advice	-	160
Depreciation - owned assets	1,321	1,741
Land and Building lease rentals	-	21,000
Other operating lease rentals	<u>-</u>	<u>3,038</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

PRISONERS' ADVICE SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017**

11. STAFF COSTS

	2017 £	2016 £
Wages and salaries	256,492	220,993
Social security costs	19,573	19,053
Other pension costs	11,702	10,389
	<u>287,767</u>	<u>250,435</u>

The average monthly number of employees during the year was as follows:

	2017	2016
Legal staff	7	5
Administration	1	1
Fundraising	1	1
	<u>9</u>	<u>7</u>

No employees received emoluments in excess of £60,000.

The charity considers its key management personnel comprise its Joint Managing Solicitors. The total amount of compensation including employers NIC relating to key management personnel was £73,477 (2016 : £70,349).

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	194,173	69,075	263,248
Charitable activities			
Advice and information	54,037	82,520	136,557
Investment income	<u>70</u>	<u>-</u>	<u>70</u>
Total	248,280	151,595	399,875
EXPENDITURE ON			
Raising funds	34,402	-	34,402
Charitable activities			
Advice and information	<u>174,629</u>	<u>145,880</u>	<u>320,509</u>
Total	209,031	145,880	354,911
NET INCOME/(EXPENDITURE)	39,249	5,715	44,964

PRISONERS' ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued			
	Unrestricted fund £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	58,465	19,500	77,965
TOTAL FUNDS CARRIED FORWARD	<u>97,714</u>	<u>25,215</u>	<u>122,929</u>
 13. TANGIBLE FIXED ASSETS			
			Office fixtures and equipment £
COST			
At 1 April 2016			10,033
Additions			<u>2,118</u>
At 31 March 2017			<u>12,151</u>
DEPRECIATION			
At 1 April 2016			7,807
Charge for year			<u>1,321</u>
At 31 March 2017			<u>9,128</u>
NET BOOK VALUE			
At 31 March 2017			<u>3,023</u>
At 31 March 2016			<u>2,226</u>
 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	2017 £	2016 £	
Trade debtors	108,345	69,788	
Other debtors	<u>25,697</u>	<u>17,564</u>	
	<u>134,042</u>	<u>87,352</u>	

PRISONERS' ADVICE SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017**

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Social security and other taxes	5,834	6,180
Other creditors	2,396	988
Accrued expenses	71,068	45,506
Deferred grant income	<u>40,473</u>	<u>22,065</u>
	<u>119,771</u>	<u>74,739</u>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted funds	2017 Total funds	2016 Total funds
	£	£	£	£
Fixed assets	3,023	-	3,023	2,226
Current assets	140,893	62,443	203,336	195,442
Current liabilities	<u>(79,298)</u>	<u>(40,473)</u>	<u>(119,771)</u>	<u>(74,739)</u>
	<u>64,618</u>	<u>21,970</u>	<u>86,588</u>	<u>122,929</u>

17. MOVEMENT IN FUNDS

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted funds			
General fund	97,714	(33,096)	64,618
Restricted funds			
Community	10,490	2,530	13,020
Regional	9,855	(9,855)	-
Immigration advice	-	5,000	5,000
Other	<u>4,870</u>	<u>(920)</u>	<u>3,950</u>
	<u>25,215</u>	<u>(3,245)</u>	<u>21,970</u>
TOTAL FUNDS	<u>122,929</u>	<u>(36,341)</u>	<u>86,588</u>

PRISONERS' ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2017

17. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	257,222	(290,318)	(33,096)
Restricted funds			
Community	20,188	(17,658)	2,530
Advice Line	35,426	(35,426)	-
Regional	3,000	(12,855)	(9,855)
Women- Barrow Cadbury	20,000	(20,000)	-
Women- Other donors	4,688	(4,688)	-
Immigration advice	25,000	(20,000)	5,000
Legal Education	4,700	(4,700)	-
Outreach	10,000	(10,000)	-
Other	12,207	(13,127)	(920)
CrowdJustice	8,323	(8,323)	-
	143,532	(146,777)	(3,245)
TOTAL FUNDS	400,754	(437,095)	(36,341)

Purposes of restricted funds:

Community: 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: These funds are derived from a donation from the Barrow Cadbury Trust and from others and were used to meet the cost of the caseworker for women prisoners.

Immigration Advice: This fund was used to meet the salaries and training of legal caseworkers to provide specialist immigration legal advice to detained women foreign nationals.

Legal Education: This fund was used towards a project to fund the production and distribution of legal self-help "toolkits" for prisoners.

Outreach: This fund was used to meet the salary cost of the caseworker for the charity's outreach service.

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 FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2017

18. CONTINGENT LIABILITIES

For a number of years the Legal Aid Authority (LAA) has provided funds to cover the costs of actions taken in respect of specified prisoner beneficiaries of the charity. The charity carefully controls the receipt of these funds and the costs that can be set against them. During the year, the charity was approached by LAA claiming that £7,400 was overpaid to the Charity in 2014 when LAA changed their accounting system. LAA have not been able to substantiate that claim and the charity considers no sum is payable to them. As such the Charity will resist any claims by LAA but it recognises that if it cannot agree the position with LAA they may take unilateral action and recoup the sum from future awards. As such the Charity recognises a contingent liability of £7,400

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.

19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

20. PRIOR PERIOD ADJUSTMENT

During the year the charity reviewed its policy on valuing the services of its many volunteers. The monetary value of general volunteers have never been included in the accounts; however in recent years the value of volunteers from commercial organisations has been valued at the effective rate they would be paid for this work by the commercial firm. The trustees now consider that the true value of these volunteers is not reflected by this valuation protocol and therefore have changed their accounting policy such that none of the time of volunteers who help the charity will be included as donations in kind in the accounts. In consequence of this the comparative figures have been adjusted to reflect this new policy. There is no net impact on the reserves brought forward in the current year.

PRISONERS' ADVICE SERVICE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017**

	2017 £	2016 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	52,924	23,548
Grants	<u>146,250</u>	<u>239,700</u>
	199,174	263,248
Investment income		
Deposit account interest	240	70
Charitable activities		
Membership	200	450
Grants	87,833	82,520
Legal services income	<u>113,307</u>	<u>53,587</u>
	<u>201,340</u>	<u>136,557</u>
Total incoming resources	400,754	399,875
EXPENDITURE		
Raising donations and legacies		
Wages	34,033	28,689
Direct fundraising costs	<u>768</u>	<u>783</u>
	34,801	29,472
Charitable activities		
Wages	156,258	137,267
Social security	19,573	19,053
Pensions	11,702	10,389
Sundries	-	-
Training and other staff costs	5,026	3,568
Legal and casework costs	55,948	13,128
Other direct costs	<u>5,767</u>	<u>3,846</u>
	254,274	187,251
Support costs		
Staff costs		
Wages	66,201	43,703
Office costs		
Office costs	47,935	51,201
Plant and machinery	<u>1,321</u>	<u>1,741</u>
	49,256	52,942

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PRISONERS' ADVICE SERVICE

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017**

	2017 £	2016 £
Premises costs		
Premises costs	30,063	25,499
Governance costs		
Wages	-	11,334
Independent examiner's fee	<u>2,500</u>	<u>4,710</u>
	<u>2,500</u>	<u>16,044</u>
Total resources expended	437,095	354,911
Net (expenditure)/income	<u>(36,341)</u>	<u>44,964</u>

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