

**THE ANDREW LEE JONES FUND LIMITED**

**T/A**

**AMICUS**

(A company limited by guarantee)

Report And Financial Statements

Year Ended 31st March 2002

Charity no: 1019651

Company no: 2797826



**WENHAM MAJOR  
CHARTERED ACCOUNTANTS  
BIRMINGHAM**

# THE ANDREW LEE JONES FUND LIMITED

T/A

AMICUS

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**THE ANDREW LEE JONES FUND LIMITED**

**T/A**

**AMICUS**

**LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees: Joanne Cross  
Sophie Garner  
Claire Jenkins  
Julian Killingley  
Mark McDonald  
Annabel Jane Officer  
Rupert Skilbeck  
Michael Topolski QC

Registered Office: 2nd Floor  
199 Strand  
London  
WC2R 1DR

Auditors: Wenham Major  
89 Cornwall Street  
Birmingham  
B3 3BY

Bankers: National Westminster Bank PLC  
P O Box 281  
156 Fleet Street  
London  
EC4A 2LL

# THE ANDREW LEE JONES FUND LIMITED

## T/A AMICUS

### REPORT OF THE TRUSTEES

YEAR ENDED 31ST MARCH 2002

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements for the year ended 31st March 2002. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and financial statements of the charity.

The charity is a charitable company limited by guarantee and was set up on 25th February 1993. It is governed by a Memorandum and Articles of Association. Under those Articles, the members of the Committee are required to retire from office at each Annual General Meeting, and are eligible for re-election.

Its objects are to promote the relief of suffering and distress to those persons and families of those persons who are awaiting execution in any state of the United States of America and who for reason of their poverty are in need of legal or other assistance to ensure the preservation of their rights of appeal and to ensure that their imprisonment and sentence are administered as far as is possible humanly.

### Review of Activities and Future Developments

The Statement of Financial Activities for the year is set out on page 9 of the financial statements. A summary of the financial results and the work of the charity is set out below.

### Principal Activities of the Company in 2001-2

In 2001-2 Amicus has seen significant developments in its growth - both financially and in terms of its activities - as well as a consolidation of its existing internship and Amicus brief writing programmes. The developments and consolidations are summarised below:-

#### Developments

- Amicus was successful in its bid for funding from the Foreign and Commonwealth Office to finance research by its interns into the application of international human rights law in US capital cases. This has resulted in a £168,000 award to be paid over 3 years.
- The International Human Rights Award programme was set up as a result. Before the end of the year the following had been identified as recipients under the programme: Emma Jordan (Louisiana), Nkem Ichouku (Georgia); Robert Choromanski (Missouri); Emily Cook (NCAAP LDF, New York); Claire Hegarty (Louisiana); Louise MacLynn (Texas), Michelle Cope (Louisiana); Rosamunde Benn (Louisiana); and Rebecca Smith (Oklahoma).
- A membership scheme was commenced to ensure that the charity has a committed base of volunteers to assist in its work, and to whom its publications and events can be targeted.
- Similar to the programme in Texas, a 'rolling intern' arrangement was agreed with an extremely under resourced attorneys' office in Oklahoma. This ensures continuity of assistance to this office by the supplying of interns on a one in, one out basis.

#### Consolidation

- The continued publication of the Amicus Journal on a regular basis with a set format and regular columns;
- The continuation with its successful bi-annual training events;
- The continuation of the internship placement and Andrew Lee Jones Fund Award programme. Interns placed were Piya Muqit (Louisiana); Bronwyn Dunne (Louisiana); Darren Braham (Louisiana); Helen O'Hara (Texas); Prem Ahluwalia (Texas); Inbali Iserles (Texas); Josh Purdasy (Texas); Anjali Gohil (Texas); Martin Luff (Mississippi); and Tim Brown (Oklahoma). Grants were given to four of the above and three interns that Amicus did not place: Hardeep Sangha and Rafaqat Ali (under the UCE ALJ Intern Award Scheme) and Bethan Lant (Death Penalty Information Center, Washington DC).

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- The work started in 2000-1, of summarising trial transcripts for US attorneys to use in the preparation of appeals, was consolidated into a new programme and was offered more widely to attorneys. During the year summaries were produced in the cases of Wille v Whiteley (Louisiana); Resendez v Texas; Swearingen v Texas; Jennings v Texas; and Guevera v Texas by teams of volunteers.
- Amicus briefs and/or research memoranda were submitted in a number of cases including McCarver, Resendez, Matuarana, Miller-El, Moore and Stamford v Kentucky.
- Additional research was undertaken in the cases of Corey Jennings and John Connolly.

In addition, Amicus has held or participated in a number of events - as well as its regular training - throughout the year.

#### Events

The key event of the year was the Charity's 10<sup>th</sup> Anniversary Reception held on 3<sup>rd</sup> December 2001 at the House of Commons, to mark 10 years since the death of Andrew Lee Jones and the inception of the charity. Michael Mansfield Q.C. presented the speakers: Nick Trenticosta, the Louisiana attorney who represented Andrew; and Bianca Jagger. The event - hosted by Siobhain McDonagh M.P. and arranged by Maria Bentley-Dingwall on behalf of the Charity - was well attended and marked appropriately the attainment and retention of a position of stability for the Charity after 10 years.

Caroline Wallace attended the annual conference for Capital Defense Attorneys at Airlie in Virginia in June. She was able to promote the work of the charity and the new Human Rights Award Programme to the attorneys with whom volunteers would be placed.

Amicus held a launch event in Birmingham in September 2001, to promote the Charity and its activities in the West Midlands region. The links with the University of Central England and members of the local legal profession were brought together by the formation of a local group which was to concentrate on specific states in the US.

Amicus sponsored two evenings in October of the play 'This is a true story ...' that was being held by Reprieve, a charity that focuses on human rights specifically in Louisiana. The evenings were a great success, with Robert McGlasson, the attorney working on the case of UK citizen Tracey Housel speaking about the case.

The Charity was nominated as the charity of the evening for the Young Solicitors Awards held at the Café Royal. This nomination was part of a double success for Amicus, as one of its key volunteers - Caroline Wallace - was presented with the Award for Young Human Rights Solicitor of the Year.

Julian Killingley, one of the Directors, attended and spoke at a conference dealing with the death penalty in the context of international human rights in Galway in September 2001. The conference was also attended by Rupert Skilbeck, another of the charity's Directors.

All in all, the Directors are pleased that the Charity has moved on significantly in the year, and are satisfied that its aims and objects continue to be fulfilled by its existing and forthcoming programmes.

**THE ANDREW LEE JONES FUND LIMITED**

**T/A AMICUS**

**REPORT OF THE TRUSTEES**

**YEAR ENDED 31ST MARCH 2002**

President:

Michael Mansfield Q.C.

Advisory Panel for 2001-2002:

Jan Arriens	Founder, LifeLines
Prof. Hugo Bedau	Tufts University, Massachusetts
Bianca Jagger	Leadership Council, Amnesty International US
Mel James	Law Society International Human Rights Committee
George Kendall	Director, NAACP Legal Defense Fund
Sr Helen Prejean	New Orleans, Louisiana
Elisabeth Semel	Boalt Law School, California
Stephen Solley QC	Bar Human Rights Committee
Baroness Stern	King's College, London.

**Thanks during the year go particularly to the following:**

The Amicus Committee for 2001-2

Maria Bentley-Dingwall, Joanne Cross, Sophie Garner, Claire Jenkins, Joseph Keating, Julian Killingley, Samantha Knights, Mark McDonald, Jane Officer, Hilary Sheard, Rupert Skilbeck, Caroline Wallace, David Wilson.

Emma Jordan, Emma Favata, Samantha Knights, Joanna Evans and Hugh Southey  
*For their help with such matters as brief writing and trial transcript summarising.*

Camilla Cameron

*For her help with the administration of the charity during the year*

Jordans Publishing

Barker Brooks

*For their generous support of publications and events*

Simmons and Simmons

Freshfields Bruckhaus Deringer

Chambers of Michael Pert QC

Herbert Smith

*For allowing Amicus to use their conference facilities free of charge for training events*

LifeLines and its members

*For their support of the Charity*

# THE ANDREW LEE JONES FUND LIMITED

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REPORT OF THE TRUSTEES

YEAR ENDED 31ST MARCH 2002

## Future Activities

Amicus will be continuing with the International Human Rights Award Programme until the end of March 2004. It is intended that a paid member of staff will be recruited in the near future to relieve the Committee - all of whom are employed in other capacities and whom donate their services free of charge - of some of the administrative burden of running the Charity.

It is hoped that this period of relative financial stability can be used as a springboard from which further grant applications can be made. To this end, a coherent strategy incorporating fundraising will be developed. Although there are no immediate plans to diversify the activities or the direction of the Charity dramatically, there are certainly avenues of growth which are yet to be explored.

## Reserves

The committee have established a policy whereby they consider there is no requirement to hold unrestricted funds not committed or invested in tangible fixed assets ("the free reserves"), as these funds could be used for the issuing of grants in furtherance of their objects. At present there are free reserves due to the receipt of a generous grant from the Foreign and Commonwealth Office just prior to the year end. The Committee have ear-marked, or used, these funds in the next accounting period.

## Grant Making Policy

The criteria used in making grants under the two schemes - the Andrew Lee Jones Intern Awards and the International Human Rights Awards - are different, but they do share some common features:

### Common Features

All Applicants are required to submit an application form; a curriculum vitae and one or more samples of written work. They are then required to attend an interview which is conducted on an equal opportunities basis, with at least two and usually three interviewers. Applicants are graded against criteria of which they are informed in advance. Applicants are usually given constructive feedback from their applications, whether or not they are successful.

Applicants are required to undertake the Amicus training programme in order to qualify for a placement or award.

The criteria that are set for both types of award are as follows: -

- Good interpersonal skills;
- Good oral and written communication skills;
- Evidence of a background understanding of capital punishment law and procedure in the US;
- A mature and clear understanding of the social issues surrounding capital punishment and the problems faced when representing inmates awaiting capital punishment in the US;
- Financial position;
- Experience of working in an office environment, preferably working in some aspect of litigation;
- A basic understanding of legal professional conduct.

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YEAR ENDED 31ST MARCH 2002

*Criteria used specifically for the ALJA are as follows: -*

- A proven commitment to and past interest in human rights issues and capital punishment in particular;
- A desire to have a future involvement in capital defence work or related fields;
- Content of the proposed project;
- Evidence of previous voluntary work.

In accepting the award the recipient agrees to write a piece of written work for the Charity, and to undertake a public speaking engagement for the Charity on their return. A portion of the grant is retained until the written work is completed.

*Criteria used specifically for the IHRA are as follows: -*

- Excellent written skills;
- Good legal research skills;
- Having a law degree or being a post graduate student having studied international human rights law, or a practising lawyer.

In accepting the award the recipient agrees to carry out the research required into their allocated state. Two thirds of the award is retained until the research has been completed.

### **Related Charity**

During 2001, The Andrew Lee Jones Fund Limited merged with Amicus, to form one charity with common objectives. The financial accounts for 2001 showed the funds relating to Amicus separate from the general fund, these funds have now been amalgamated, and the deficit balance which existed on the Amicus Fund has been absorbed into the general funds of the combined charity.

### **Members of the Management Committee**

Members of the management committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Members of the charitable company guarantee an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31st March 2002 was 8 (2001: 8).

### **Statement of Directors' Responsibilities**

Company and charity 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 charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on the going concern basis.



**THE ANDREW LEE JONES FUND LIMITED**

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**REPORT OF THE TRUSTEES**

**YEAR ENDED 31ST MARCH 2002**

The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

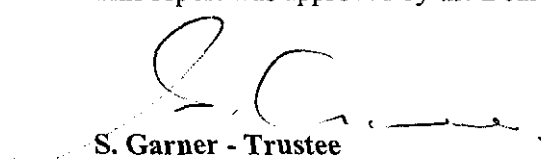
**Auditors**

A resolution proposing that Wenham Major be re-appointed as auditors of the charity will be put to the Annual General Meeting.

**Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

This report was approved by the Board on 30th January 2003 and signed on its behalf by:



**S. Garner - Trustee**

# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

## THE ANDREW LEE JONES FUND LIMITED

We have audited the financial statements of The Andrew Lee Jones Fund Limited for the year ended 31st March 2002 which comprise of the Statement of Financial Activities, the Balance Sheet, and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective Responsibilities of Trustees and Auditors

As described in the Statement of Trustees' Responsibilities the trustees (who are also the directors of The Andrew Lee Jones Fund Limited for the purposes of company law) are responsible for the preparation of the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Trustees Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

### Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2002, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Wenham Major*

Wenham Major  
Chartered Accountants and  
Registered Auditors  
Date: 30th January 2003

89 Cornwall Street  
Birmingham  
B3 3BY

# THE ANDREW LEE JONES FUND LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31ST MARCH 2002

	Note	2002 £	Restated 2001 £
<b>Incoming Resources</b>			
Donations			
General		4,646	7,870
Deed of covenant and gift aid		4,748	3,941
Activities in furtherance of the charity's objects:			
Government grants		36,500	-
Promotional events and seminars		1,608	2,510
Activities for generating funds:			
Sales of books and cards		369	978
Bank interest received gross		17	-
<b>Total Incoming Resources</b>		<u>47,888</u>	<u>15,299</u>
<b>Resources Expended</b>			
Activities in furtherance of the charity's objects:			
Grants paid	4	4,091	3,100
Travel and subsistence		459	4,956
Printing, postage and stationery		3,740	908
Book launches and seminars		1,098	-
Costs of cards and books for resale		64	1,222
Depreciation of motor vehicles		405	-
Management and administration		2,733	3,698
<b>Total Resources Expended</b>	2	<u>12,590</u>	<u>13,884</u>
<b>Net Incoming Resources For The Year</b>		<u>35,298</u>	<u>1,415</u>
Fund balances brought forward at 1st April		7,399	5,984
Fund balances carried forward at 31st March		<u>42,697</u>	<u>7,399</u>

# THE ANDREW LEE JONES FUND LIMITED

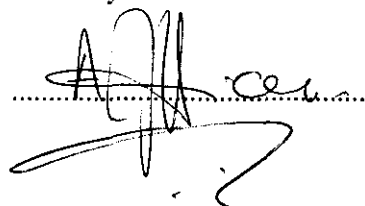
## BALANCE SHEET

AS AT 31ST MARCH 2002

	Note	2002	Restated 2001
		£	£
<b>FIXED ASSETS</b>	6	1,214	-
<b>Current Assets</b>			
Books for resale		486	550
Debtors - income tax recoverable		2,015	1,587
Cash at bank and in hand		41,868	6,738
		<u>44,369</u>	<u>8,875</u>
<b>CREDITORS</b>			
Amounts falling due within one year			
Loan from director		1,476	1,476
Accruals		1,410	-
		<u>2,886</u>	<u>1,476</u>
Net Current Assets		41,483	7,399
<b>Total Assets Less Current Liabilities</b>		<u>42,697</u>	<u>7,399</u>
<b>Funds</b>			
Unrestricted:			
General		42,427	8,042
Designated	7	270	(643)
		<u>42,697</u>	<u>7,399</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

These financial statements were approved by the directors on the 30th January 2003 and are signed on their behalf by:



# THE ANDREW LEE JONES FUND LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2002

### 1. ACCOUNTING POLICIES

#### (a) Basis of Preparation

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and the Financial Reporting Standard for Smaller Entities (effective June 2002).

#### (b) Company Status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

#### (c) Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

#### (d) Income Resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The value of services provided by volunteers has not been included.

Grants are recognized in full in the SOFA in the year in which they are receivable.

#### (e) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure includes attributable VAT which cannot be recovered.

Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

#### (f) Tangible Fixed Assets and Depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Motor vehicles	Over 4 Years
----------------	--------------

#### (g) Stock

Stock consists of purchased goods for resale. Stocks are valued at the lower of cost and net realisable value. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

#### (h) Foreign Currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities are retranslated at the rate of exchange ruling at the balance sheet date. All differences are taken to the SOFA.

#### (i) Cashflow

The company has taken advantage of the exemption in Financial Reporting Standard Number 1 (revised) from the requirement to produce a cashflow statement on the grounds that it is a small company.

# THE ANDREW LEE JONES FUND LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2002

### 2. TOTAL RESOURCES EXPENDED

Included in total resources expended are the following:

	2002	2001
	£	£
AGM costs	637	-
Auditors' remuneration	1,410	-
Depreciation	486	-
	<u>2,533</u>	<u>-</u>

### 3. TRUSTEES' REMUNERATION

The trustees neither received nor waived any emoluments or expenses during the year (2001: £Nil).

### 4. GRANTS PAYABLE

	2002	2001
	£	£
The following grants were paid to individuals during the period:	<u>8</u>	<u>7</u>
Paid to:		
Rafaqat Ali	400	-
Hardeep Sangha	400	-
Inbali Iserles	500	-
Bethan Lant	1,391	-
Nadia Hussain	100	400
Paramjit Ahluwalia	500	-
Martin Luff	400	-
Claire McMullen	400	-
James Bennett	-	500
Owen Davies	-	350
Elain Ngai	-	500
Rowena Orr	-	500
Noel Watkins	-	500
Rupert Jones	-	350
	<u>4,091</u>	<u>3,100</u>

The 2001 accounts have been restated due to an error in the value of grants payable.

# THE ANDREW LEE JONES FUND LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2002

### 5. STAFF COSTS

The company did not have any paid employees.

### 6. TANGIBLE FIXED ASSETS

	Motor Vehicles £
<b>Cost</b>	
At 1st April 2001	-
Additions	1,619
Disposals	-
At 31st March 2002	<u>1,619</u>
<b>Depreciation</b>	
At 1st April 2001	-
Charge for the year	405
Disposals	-
At 31st March 2002	<u>405</u>
<b>Net book value</b>	
At 31st March 2002	<u>1,214</u>
At 31st March 2001	<u>-</u>
The assets are used by interns in Texas for activities in furtherance of the charity's objects.	

### 7. DESIGNATED FUNDS

	Opening Balance £	Transfers £	Closing Balance £
Amicus Fund	(913)	913	-
Paul Eddington Fund	270	-	270
	<u>( 643)</u>	<u>913</u>	<u>270</u>

The Paul Eddington Fund represents cash held, which was received in memory of one of the company's patrons. The Trustees have agreed to use this fund for the purpose of giving an award in his name.