



Legal Aid
Agency

LAA Online User Guide for Providers

Management Information:

Financial Statements

Version Number – 4.2

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Introduction

Introduction to Financial Statement Reports

There are four types of Financial Statement reports available:

- Civil Financial Statement
- Criminal Financial Statement
- Family Mediation Financial Statement
- Financial Statement Summary

They are available to view and download in LAA Online.

Financial Statement Reports

The Civil (Legal Help), Criminal (Crime Lower) and Family Mediation Financial Statements provide you with a current view of the financial position and the current account balance for the office(s) in your organisation.

Financial Statement Summary Report

The Financial Statement Summary summarises the financial information for your whole organisation for Civil (Legal Help & Certificated), Crime (Crime Lower) and Mediation.

Help and Support

If you have any queries about the content of the reports, please refer to your LAA Contract Manager.

If you require any technical assistance, please refer to the Legal Aid section of the Gov.uk Website or contact the Online Support team.

Website: www.gov.uk/government/organisations/legal-aid-agency

Email: online-support@legalaid.gsi.gov.uk

Accessing and Running the Reports

Access to the Financial Statement Reports

To access Financial Statements you must have either the CWA Firm Manager or CWA Office Manager Role in CWA (Contracted Work & Administration).

If you are a CWA Firm Manager, you will be able to view the Financial Statement reports for all of the office(s) within your organisation.

If you are a CWA Office Manager, your set up may be restricted to only show the office(s) that you manage. Your CWA Firm System Administrator can apply Office level restrictions to all users within your organisation¹.

If you do not have access to the relevant role in CWA, please contact your CWA Firm System Administrator who can allocate roles and create new users within your organisation¹.

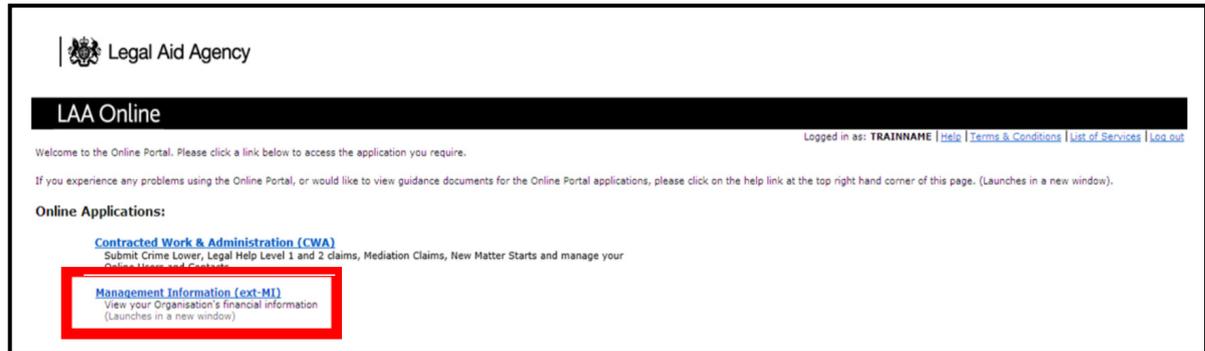
Once your role has been created by your CWA Firm System Administrator, please contact the Online Support Team to create the link to 'Management Information (ext-MI)'.

¹ Refer to User Guide 4 Admin @ www.justice.gov.uk/legal-aid/submit-claim/cwa-online-claims/detailed-user-guides

Viewing Financial Statements

Follow these steps to view your financial statements:

1. Login to LAA Online².
2. The first screen that you will see is the 'Welcome Screen'. Select 'Management Information'.

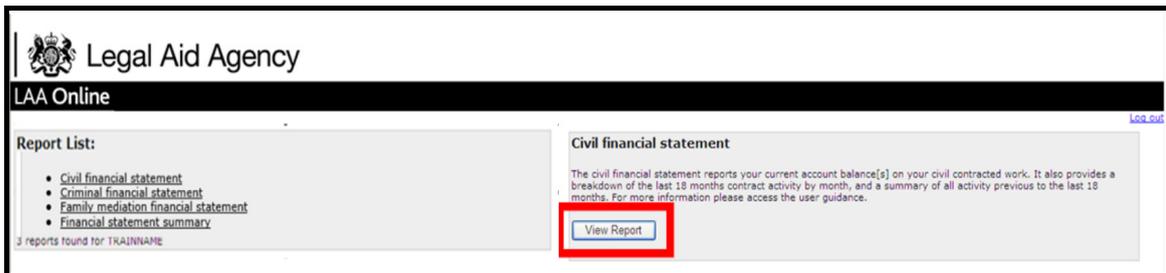


² Refer to User Guide 1 Getting Started www.justice.gov.uk/legal-aid/submit-claim/cwa-online-claims/detailed-user-guides.

The four statements are displayed. Click on the link to view the statement that you require.



4. A description of the report is displayed on the right of the screen. Click 'View Report'.



Report Breakdown

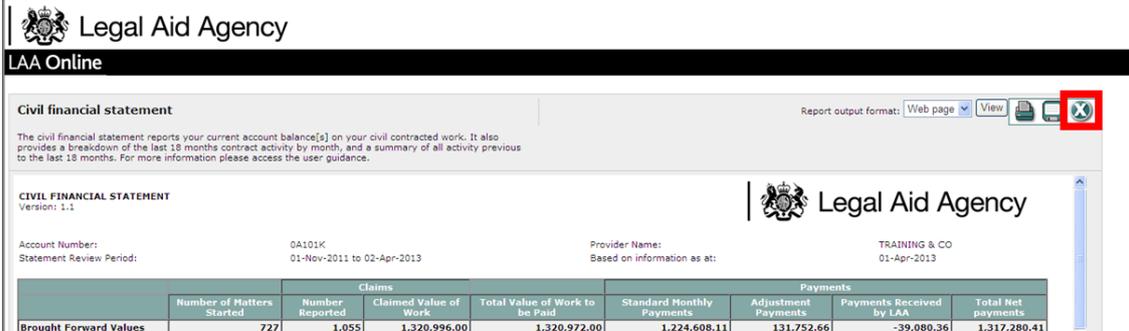
Civil and/or Family Mediation Financial Statement

The Civil and/or Family Mediation Financial Statement report contain a separate statement for each office in your organisation. Each statement displays the current financial position for that office. It shows monthly submissions (CMRF³ and CMSF⁴) balanced against the payments that are made (Standard Monthly Payments (SMP's), adjustments and cheques received).

The Account Balance shows the payments minus the claims, indicating whether the account is over or under paid.

Use the scroll bars to view the details of the report.

Use the green X 'Close' button at the top right of the page to exit the report.



Civil financial statement Report output format: Web page View Print Close

The civil financial statement reports your current account balance[s] on your civil contracted work. It also provides a breakdown of the last 18 months contract activity by month, and a summary of all activity previous to the last 18 months. For more information please access the user guidance.

CIVIL FINANCIAL STATEMENT Version: 1.1

Account Number: 0A101K Provider Name: TRAINING & CO
Statement Review Period: 01-Nov-2011 to 02-Apr-2013 Based on information as at: 01-Apr-2013

Brought Forward Values	Claims			Payments				
	Number of Matters Started	Number Reported	Claimed Value of Work	Total Value of Work to be Paid	Standard Monthly Payments	Adjustment Payments	Payments Received by LAA	Total Net payments
	727	1,055	1,320,996.00	1,320,972.00	1,224,608.11	131,752.66	-39,080.36	1,317,280.41

³ Consolidated (or Controlled) Matter Report Form

⁴ Controlled Matter Start Form

Report Breakdown

Each statement contains a report header displaying the relevant LAA Account Number. The header also shows the date that the information is based on i.e. the date on which the data was extracted. Note that this may not be today's date.

Report Header

CIVIL FINANCIAL STATEMENT
Version: 1.1

Account Number: 0A101K
Statement Review Period: 01-Nov-2011 to 02-Apr-2013

Legal Aid Agency

Provider Name: TRAINING & CO
Based on information as at: 01-Apr-2013

Table 1

	Number of Matters Started	Claims			Payments			
		Number Reported	Claimed Value of Work	Total Value of Work to be Paid	Standard Monthly Payments	Adjustment Payments	Payments Received by LAA	Total Net payments
Brought Forward Values	727	1,055	1,320,996.00	1,320,972.00	1,224,608.11	131,752.66	-39,080.36	1,317,280.41
Nov-2011								
Dec-2011								
Jan-2012								
Feb-2012								
Mar-2012								
Apr-2012								
May-2012								
Jun-2012								
Jul-2012								
Aug-2012								
Sep-2012								
Oct-2012								
Nov-2012								
Dec-2012								
Jan-2013								
Feb-2013								
Mar-2013								
Apr-2013		7	3,303.02	1,998.10				
Total additional Claim Adjustments				-3,691.59				
Contract Total	727	1,062	1,324,299.02	1,319,278.51	1,224,608.11	131,752.66	-39,080.36	1,317,280.41

Total Additional Claim Adjustments					
Additional Claim Credits	Pre-2011/12	2011/12	2012/13	2013/14	Total
CC/CA	-3,691.59				-3,691.59
Total Additional Claim Credits	-3,691.59				-3,691.59

Table 2

Payments	
Brought Forward Payments	1,317,280.41
Total Standard Monthly Payments	
Total Adjustment Payments	
Total Payments Received	
Total Payments	1,317,280.41

Claims	
Brought Forward Claims	1,320,972.00
Total Claims (total value of work to be paid)	1,998.10
Total Additional Claim Adjustments	-3,691.59
Total Claims	1,319,278.51
Account Balance	-1,998.10

Table 3

Table 1 displays a breakdown of the data for the last 18 months and summarises any brought forward values.

Table 2 displays a summary of the Additional Claim Adjustments.

Table 3 summarises the total Payments and Claims. It gives the Account Balance, indicating whether the account is over or underpaid.

What information is in the report?

	Data	Description
Report header	Version Number	The version number of the report
	Account Number	Your office account number
	Provider Name	Your office account name
	Statement review period	The statement review period is the period for which detailed claim and payment information is shown. This will always be up to the latest month that information is available for and will go back 18 months from that month. All claims and payments information submitted before the statement review period will be summarised as 'brought forward values'.
	Based on information as at:	Date on which data is accurate. Data will be refreshed on a pre-defined schedule.
Table 1	Number of matters started	Number of matters started as reported on the CMSF. This is shown by month for the last 18 months and summarised as an overall total (brought forward values) for starts reported more than 18 months ago.
	Number reported	Total number of completed cases reported on the CMRF. This is shown by month for the last 18 months and summarised as an overall total (brought forward values) for cases reported more than 18 months ago. Cases which are subsequently voided will still be included in this count.
	Claimed value of work	The total claimed value of work at hourly rates per month for the last 18 months and summarised as brought forward values previously to this.
	Total value of work to be paid	Total value of work to be paid per month for the last 18 months and summarised as brought forward values previously to this. This is the actual value of cases credited to your organisation, including the fixed fee values where appropriate i.e. Tailored Fixed Fees (TFF) and fee schemes introduced since October 2007.
	Standard monthly payments	The amount paid as standard monthly payments. Please note that from October 2007 SMP's will be shown in the Adjustment Payments column.
	Adjustment payments	The amount paid as adjustment or adhoc payments. Your standard monthly payments from October 2007 will also show as adjustment payments.
	Payments received by the LAA	These are payments from your organisation made to the LAA. In most circumstances this relates to a cheque payment but other payment methods are also available.
	Total net payments	Total payments made to office account. Defined as: Standard monthly payments + adjustment payments + payments received by LAA.
	Total additional claim adjustments	This is included in the total value of work to be paid. It shows the total for all claim adjustments over the life of the contract.

	Data	Description
Table 2	Additional Claim credits	Table 2 shows additional claim credits or global claim adjustments by type and by financial year (pre April 2007 is summarised as a brought forward value). Please see appendix A for a list of the additional adjustments that may be displayed on your financial statement.
Table 3	Brought forward payments	Total of all brought forward payments (“brought forward” value from last column in from table 1).
	Total standard monthly payments (SMP’s)	Total of all standard monthly payments within the ‘detail period’ – the last 18 months.
	Total adjustment payments	Total adjustment payments in the ‘detail period’.
	Total payments received	Total payments received in the ‘detail period’.
	Total payments	Total payments which is defined as: Brought forward payments + total standard monthly payments + total adjustment payments + total payments received.
	Brought forward claims	The brought forward value from “Total value of work to be paid” in table 1.
	Total claims (total value of work to be paid)	Total value of work to be paid from the “detail period”.
	Total additional claim adjustments	Total additional claim adjustments from table 2.
	Total claims	Total claims which is defined as: Brought forward claims + total claims (total value of work to be paid) + total additional claim adjustments
	Account balance	The current balance on the account. This is defined as: payments – claims A positive figure indicates a balance owed by the provider office, a negative figure indicates a value owed to the provider office.

Crime Financial Statement

The Crime Financial Statement report contains a separate statement for each office in your organisation with a criminal contract.

Each statement displays the current financial position for that office. It shows monthly Crime Lower submissions (Crime Lower and CRM7) balanced against the payments that are made.

Use the scroll bars to view the details of the report.

Use the green X 'Close' button at the top right to exit the report.

The screenshot shows the 'Legal Aid Agency LAA Online' interface. The main heading is 'Criminal financial statement'. Below this, there is a description of the report and a 'Report output format' dropdown menu set to 'Web page'. A green 'Close' button with a white 'X' is highlighted with a red box. The report content includes the 'Legal Aid Agency' logo, the title 'CRIME FINANCIAL STATEMENT Version: 1.1', and account details: Account Number: 0A101K, Statement Review Period: 01-Nov-2011 to 02-Apr-2013, Provider Name: TRAINING & CO, Based on information as at: 01-Apr-2013. The main table is divided into 'Claims' and 'Payments' sections.

Brought Forward Values	Claims				Payments					
	Crime Lower (excl CRM7/s) Number Reported	Crime Lower (excl CRM7/s) Claimed Value of Work	CRM7 Number Reported	CRM7 Claimed Value of Work	Total Claimed Value of Work	Total Value of Work to be Paid	Standard Monthly Payments	Adjustment Payments	Payments Received by LAA	Total Net payments

Report Breakdown

The crime financial statement shows the current financial position of a crime office account(s). It shows monthly submissions (Monthly Crime Lower Submission and CRM7) balanced against the payments that are made (Standard Monthly Payments, adjustments and cheques received).

CRIME FINANCIAL STATEMENT Version: 1.1										
Account Number: 0A101K Statement Review Period: 01-Nov-2011 to 02-Apr-2013		Provider Name: TRAINING & CO Based on information as at: 01-Apr-2013				 Legal Aid Agency				
	Claims					Payments				
	Crime Lower (excl CRM7s) Number Reported	Crime Lower (excl CRM7s) Claimed Value of Work	CRM7 Number Reported	CRM7 Claimed Value of Work	Total Claimed Value of Work	Total Value of Work to be Paid	Standard Monthly Payments	Adjustment Payments	Payments Received by LAA	Total Net payments
Brought Forward Values										
Nov-2011										
Dec-2011										
Jan-2012										
Feb-2012										
Mar-2012										
Apr-2012										
May-2012										
Jun-2012										
Jul-2012										
Aug-2012										
Sep-2012										
Oct-2012										
Nov-2012										
Dec-2012										
Jan-2013										
Feb-2013										
Mar-2013										
Apr-2013	1	334.92			334.92	178.80				
Total additional Claim Adjustments										
Contract Total	1	334.92			334.92	178.80				

Total Additional Claim Adjustments					
Additional Claim Credits	Pre-2011/12	2011/12	2012/13	2013/14	Total
Total Additional Claim Credits					

Payments	
Brought Forward Payments	
Total Standard Monthly Payments	
Total Adjustment Payments	
Total Payments Received	
Total Payments	
Claims	
Brought Forward Claims	
Total Claims (total value of work to be paid)	178.80
Total Additional Claim Adjustments	
Total Claims	178.80
Account Balance	-178.80

Table 1 displays a breakdown of the data for the last 18 months and summarises any brought forward values.

Table 2 displays a summary of the Additional Claim Adjustments. Table 3 summarises the total Payments and Claims. It gives the Account Balance, indicating whether the account is over or underpaid.

Table 3 summarises the total Payments and Claims. It gives the Account Balance, indicating whether the account is over or underpaid.

What information is in the report?

	Data	Description
Report header	Account Number	Your office account number
	Provider Name	Your office account name
	Statement review period	Date on which data is accurate. Data will be refreshed on a pre-defined schedule.
	Based on information as at	The statement review period is the period for which detailed claim and payment information is shown. This will always be up to the latest month that information is available for and will go back 18 months from that month. All claims and payments information submitted before the statement review period will be summarised as 'brought forward values'.
Table 1	Crime Lower (excl CRM7s) Number Reported	Number of cases as reported on the Monthly crime lower submission (excl CRM7s). This is shown by month for the last 18 months and summarised as an overall total (brought forward values) for cases reported more than 18 months ago. Cases which are subsequently voided will still be included in this count.
	Crime Lower (excl CRM7s) Claimed Value of Work	The total claimed value of work (excl CRM7s) at hourly rates per month for the last 18 months and summarised as brought forward values previously to this.
	CRM7 Number Reported	Number of cases as reported on the CRM7 form. This is shown by month for the last 18 months and summarised as an overall total (brought forward values) for cases reported more than 18 months ago.
	CRM7 Claimed Value of Work	The total claimed value of work at hourly rates per month for the last 18 months and summarised as brought forward values previously to this.
	Total claimed value of work	The sum of the Monthly crime lower submission claimed value of work and the CRM7 claimed value of work.
	Total value of work to be paid	Total value of work to be paid per month for the last 18 months and summarised as brought forward values previously to this. This is the actual value of cases credited to your organisation (including fixed fee values where appropriate).
	Standard monthly payments	The amount paid as standard monthly payments. Please note that from October 2007 SMP's will be shown in the Adjustment Payments column.
	Adjustment payments	The amount paid as adjustment or adhoc payments. Your standard monthly payments from October 2007 will also show as adjustment payments.
	Payments received by LAA	These are payments from your organisation made to the LAA. In most circumstances this relates to a cheque payment but other payment methods are also available.
	Total net payments	Total payments made to the office account. Defined as: Standard monthly payments + adjustment payments + payments received by LAA.

	Data	Description
	Total additional claim adjustments	This is included in the total value of work to be paid. It shows the total for all claim adjustments over the life of the contract.
Table 2	Additional Claim credits	Table 2 shows additional claim credits or global claim adjustments by type and by financial year (pre April 2007 is summarised as a brought forward value). Please see appendix A for a list of the additional adjustments that may be displayed on your financial statement.
Table 3	Brought forward payments	Total of all brought forward payments -("brought forward" value from last column in from table 1).
	Total standard monthly payments	Total of all standard monthly payments within the 'detail period' – the last 18 months.
	Total adjustment payments	Total adjustment payments in the 'detail period'.
	Total payments received	Total payments received in the 'detail period'.
	Total payments	Total payments which is defined as: Brought forward payments + total standard monthly payments + total adjustment payments + total payments received.
	Brought forward claims	The brought forward value from "Total value of work to be paid" in table 1.
	Total claims (total value of work to be paid)	Total value of work to be paid from the "detail period".
	Total additional claim adjustments	Total additional claim adjustments from table 2.
	Total claims	Total claims which is defined as: Brought forward claims + total claims (total value of work to be paid) + total additional claim adjustments
Account balance	The current balance on the account. This is defined as: payments – claims A positive figure indicates a balance owed by the provider office, a negative figure indicates a value owed to the provider office.	

Summary Financial Statement

The Summary Financial Statement summarises the financial information for your whole organisation (including all your offices).

There is an entry in the table for each office and an overall total for the organisation. It shows Civil (Legal Help & Certificated), Crime (Crime Lower) and Family Mediation work on the same statement.

LEGAL AID AGENCY CONTRACT FINANCIAL STATEMENT SUMMARY Version: 1.1		Legal Aid Agency	
Firm Account Number:	21	Firm Name: Based on information as at:	TRAINING & CO 01-Apr-2013
	Total Payments (£)	Actual Claims vs Payments Total Claims	Account Balance / IPOA Amount
Controlled Work	1,899,925.74	1,886,116.37	13,809.37
Crime lower	4,385,841.73	4,563,652.52	22,189.21
Family Mediation	-684.15	3,049.44	-3,733.59
Licensed Work	232,608.63		295,703.99
Firm Total			
Controlled Work	4,680,886.14	4,651,522.51	29,363.63
Crime lower	4,591,706.05	4,569,516.84	22,189.21
Family Mediation	-684.15	3,049.44	-3,733.59
Licensed Work	817,000.70		431,697.03

Use the scroll bars to view the full report.

Click the green X 'Close' button at the top right of the page to exit the report.

What information is in the report?

	Data	Description
Report header	Firm account number	Your firm number
	Firm name	Your firm name
	Based on information at:	The date on which the data was accurate. This may not correspond to the date that the report has been run. Data is refreshed on a pre-defined schedule.
Office breakdown table headers	Office account number	The account number of all the offices within your firm. Each section in the table shows one office and will have data for legal help, crime lower and licensed work.
	Office name	The name(s) of the offices within your firm.
	Total payments	Total payments made to your firm over the life of your contract. Payments included are: Legal help, Family Mediation and crime lower Standard monthly payments + adjustment payments (adhocs) + any cheques received back from the provider. Licensed work Claim 1 bills.
	Total claims	Total claims made by your firm over the life of your contract. Nothing will show for licensed work. The following will show for the other rows: Legal help and/or Family Mediation Claims reported on CMRF Crime Lower Claims reported on Monthly crime lower submission and CRM7
	Account Balance / UPOA Amount	Total payments minus total claims for legal help and crime lower. For licensed work this is the total outstanding un-recouped payment on account (UPOA). UPOA is defined as total of all POAs made to provider on cases where no final bill has been received.
Row Header	Controlled work	Rows that are labelled controlled work show information on work carried out under the civil contract at legal help level.
	Crime lower	Rows that are labelled crime lower show information on work carried out under the crime contract at crime lower level.
	Licensed work	Rows that are labelled licensed work show information on work that has been carried out at certificated or licensed work level.
	Family Mediation	Rows that are labelled Family Mediation show information on work that has been carried out at Family Mediation level.

Viewing, Printing and Saving a Report

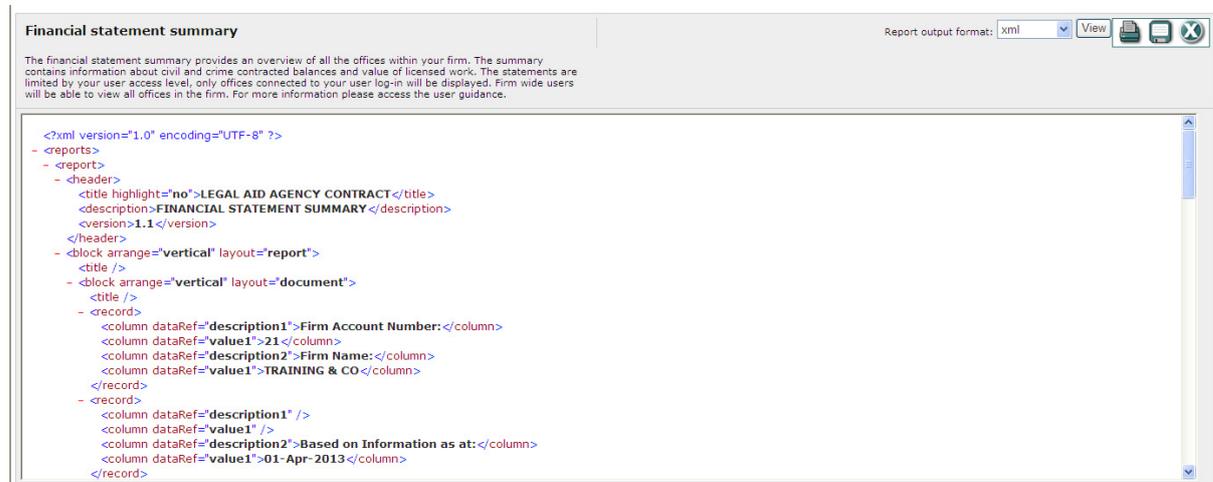
Report Output Format

By default reports are displayed as a web page. If you need to view the report using a screen reader you can change the output format.

1. Click the drop down arrow in the Report output field.



2. Change the format to xml. This is a valid format for screen readers.
3. Click 'View'.
4. The report is now displayed in xml. The report format can easily be changed back by selecting web page from the menu and clicking View.



Printing Reports

You can print a report for your own records by clicking the Print icon.



Please ensure that the report is printed in Landscape.

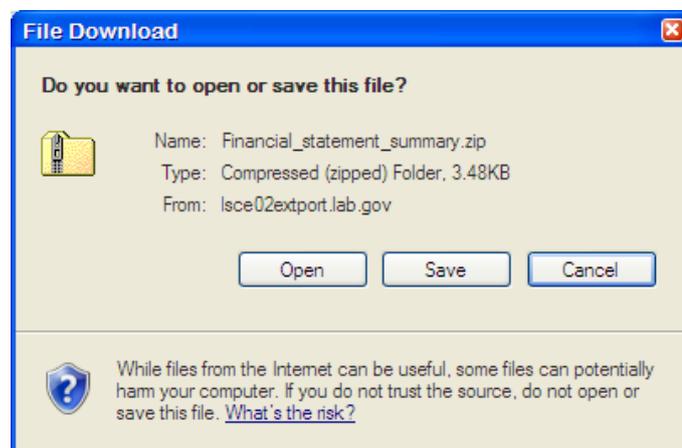
Saving Reports

If you would like to keep a record of the report you can save it to your local computer system.

1. Click Save.



2. A file download message will appear. We recommend that you save the file first before opening it.



3. Choose a location on your computer to save the report and click Save.
4. A download complete message is displayed. Select Open Folder.

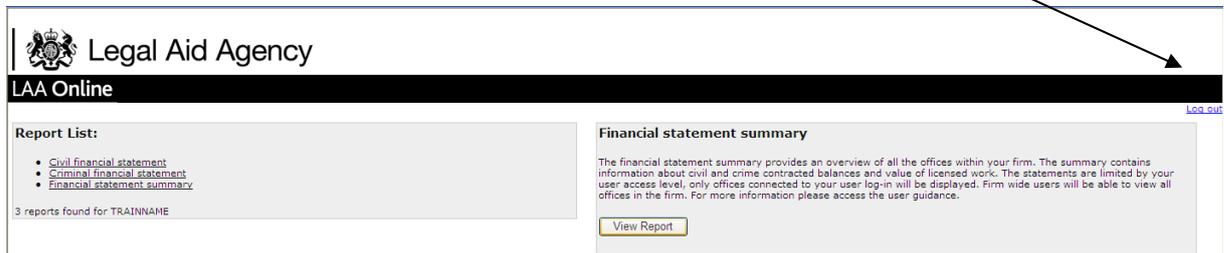
The report is saved as a zip file consisting of two files. Before you can open the report, the contents of the zip file must be extracted.

You may need to download an unzip utility, for example winzip, to extract the files. Please refer to your local IT Support. The process for extracting the files will differ depending on the unzip utility that you use.

5. Extract the files using your unzip utility. The option to extract is normally located in the File menu or by right clicking the file.
6. Two files are extracted (These must be kept within the same folder on your computer in order to view the file successfully). The xml file contains the report output and the xsl file contains the format settings. Double click the xml file to view the report.
7. The content of the report is displayed.

Logout of Management Information

To logout of the Management Information application select Log out.



Legal Aid Agency

LAA Online

[Log out](#)

Report List:

- [Civil financial statement](#)
- [Criminal financial statement](#)
- [Financial statement summary](#)

3 reports found for: TRAINNAME

Financial statement summary

The financial statement summary provides an overview of all the offices within your firm. The summary contains information about civil and crime contracted balances and value of licensed work. The statements are limited by your user access level, only offices connected to your user log-in will be displayed. Firm wide users will be able to view all offices in the firm. For more information please access the user guidance.

[View Report](#)

You will be returned to the Online Portal home page where you can choose to access another application or click Log out again to exit Online Portal completely.

Appendix

Appendix 1 - A guide to additional claim adjustments

Claim Adjustment type	Area	Description if applicable
CC/CA	Civil	Contract compliance audit recoupment resulting from a claim cost assessment
Contract Compliance Cost Assessment	Crime	Contract compliance audit recoupment resulting from a claim cost assessment
Outreach Additional Claim Credits	Civil NFP	Uplift for Travel and Waiting applicable to NFP's in certain circumstances where Outreach is provided.
TFF Outreach additional claim credit		
NfP - pre October 2007 Claim Adjustment	Civil NFP	Adjustment used to reconcile not for profit providers as of October 2007
Immigration and Asylum Advanced Panel Membership	Civil	Uplift in legal aid rates for all casework personally undertaken under an Immigration Contract by an individual accredited as an Advanced Caseworker under the Immigration and Asylum Accreditation Scheme
Uplift for Accredited Workers		
Housing Possession Cases Uplift	Civil	Annual uplift for contracted Housing providers relating to certain types of work relating to homelessness. Only applicable for cases started prior to 01/10/2007
TFF Housing possession cases uplift		
Forensic Mental Health Claims	Civil	Annual Uplift for Mental Health providers who opted into the TFF scheme
File Review	Civil or Crime	Annual credit for SQM file reviews between 2000 and 2007 (for Civil) and 2010 (for Crime)
FAInS uplift on Family claims	Civil	Uplift for Family providers involved in the Family and Information service pilot between 2004 & 2007
TFF FAInS supplier uplift: Family cases ONLY	Civil	Uplift for Family providers involved in the Family and Information service pilot between 2004 & 2007
Exceptional Cases Profile	Civil	Annual uplift applicable on TFF cases where the exceptional cases in a particular year exceed profile
TFF Exceptional cases profile adjustment		
Escape fee Cases Assessment	Civil or Crime	Adjustment to claim value resulting from assessment of escape fee cases
Disbursements Assessment	Civil	Adjustment to claim value resulting from assessment of Disbursements
TFF Disbursement costs profile adjustment	Civil	Annual uplift applicable on TFF cases where the Disbursements in a particular year exceed profile
Contract Compliance Cost Assessment	Crime	Contract compliance audit recoupment resulting from a claim cost assessment
Claim Adjustment	Civil or Crime	Adhoc adjustment for one off exceptional instances

Claim Adjustment type	Area	Description if applicable
ASBO Cases	Civil	Annual additional credit for Crime Advocacy Assistance that falls outside the TFF scheme for Housing.
TFF ASBO Cases		
TFF Statutory Charge Adjustment	Civil	An adjustment attributed to case where the Statutory Charge amount is less than the fixed fee but a fixed fee has been credited. Therefore the difference is recouped
TFF Reconciliation	Civil	Adhoc adjustment for one off exceptional instances