

**REGISTERED COMPANY NUMBER: 4331410 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1091232**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013  
FOR  
REMEDI-RESTORATIVE SERVICES**

Hodgson & Oldfield  
Statutory Auditors  
20 Paradise Square  
Sheffield  
S1 1UA

WEDNESDAY



A36      \*A2MZY4YI\*      #188  
11/12/2013  
COMPANIES HOUSE

---

**REMEDI-RESTORATIVE SERVICES**

**CONTENTS OF THE FINANCIAL STATEMENTS  
for the Year Ended 31 March 2013**

	Page
Report of the Trustees	1 to 9
Report of the Independent Auditors	10 to 11
Statement of Financial Activities	12
Balance Sheet	13 to 14
Notes to the Financial Statements	15 to 24

---

## **REMEDY-RESTORATIVE SERVICES**

### **REPORT OF THE TRUSTEES for the Year Ended 31 March 2013**

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 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

4331410 (England and Wales)

**Registered Charity number**

1091232

**Registered office**

The Circle  
33 Rockingham Lane  
Sheffield  
S1 4FW

**Trustees**

Mrs M Payling  
Ms B Cross  
R Unwin  
D Pidwell  
Ms A Dews  
Mrs D Casbolt  
Mrs J Coulthard

Chair  
Treasurer

- resigned 6 12 12  
- appointed 27 4 12

**Auditors**

Hodgson & Oldfield  
Statutory Auditors  
20 Paradise Square  
Sheffield  
S1 1UA

**Bankers**

HSBC Bank plc  
660 Staniforth Road  
Darnall  
Sheffield  
S9 4LQ

**Other Name**

The charitable company is also known by the name of Remedy (Restorative Justice and Mediation Initiatives)

## **REMEDI-RESTORATIVE SERVICES**

### **REPORT OF THE TRUSTEES for the Year Ended 31 March 2013**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Remedi is a company limited by guarantee, governed by its Memorandum and Articles of Association, and a registered charity. It has 48 members, all with one vote each and this membership includes organisations and individuals

At its AGM for 2011, the Board, having obtained the permission of the Charity Commission to do so, invited the members to amend the articles to enable Remedi to adopt a foundation structure and a change of name and further amendments to take account of the changes in the law resulting from the Companies Act 2006 and the Charities Act 2006. The amendments were duly passed and since then the members who were not trustees have resigned and the existing trustees have become the charitable company's only members. The involvement of staff, volunteers, service users and other stakeholders will remain unchanged, as no major strategic decision would be taken by the Trustees without consultation with them.

##### **Recruitment and appointment of new trustees**

The trustees may at any time co-opt an individual duly qualified to be appointed as a trustee to fill a vacancy in their number, as an additional trustee or as a non-voting advisor or observer.

Unfortunately we cannot appoint trustees from the statutory sector criminal justice agencies or other partner organisations from which we receive funding. However, representatives from these bodies have standing invitations to attend trustees' meetings as non-voting observers or advisors.

In recruiting trustees we look for people who have some knowledge of the criminal justice system or who have had experience of working with victims and/or offenders or who can bring other skills which are valuable for governance.

##### **Induction and training of new trustees**

We have a trustee induction pack which is based on the good practice model developed by NCVO. It includes the governing document, latest accounts and annual report, a list of policies and procedures, a code of conduct and declaration, a conflicts of interest policy, statement and declaration, a skills audit and a fit and proper persons declaration. Prospective trustees are invited to attend several trustees' meetings as observers before they are officially invited for appointment. If they are not people already known to the other trustees, they are interviewed by a panel of trustees and senior staff and references are taken up prior to appointment. They are asked to meet staff as part of their induction and to raise any queries with them and with other trustees. All trustees must be CRB checked under the Criminal Justice and Courts Services Act 2000. All new trustees are encouraged to go on Remedi's mediation training course in order to be able more fully to understand Remedi's work and ethos.

Throughout 2012/13, a number of people with formal accountancy qualifications were approached with a view to recruitment as Treasurer, however this has not resulted in any direct expressions of interest. Now that it is no longer a legal requirement for a private company to have a company secretary, Bev Cross resigned as secretary in 2012/13 and was appointed as Treasurer at the 2012 AGM.

## **REMEDE-RESTORATIVE SERVICES**

### **REPORT OF THE TRUSTEES for the Year Ended 31 March 2013**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Organisational Structure**

##### **Trustees and Non-Voting Observers/Advisors to the Board**

Chair	Margaret Payling	Retired Magistrate
Treasurer	Bev Cross	Solicitor specialising in charity law
		PhD in Criminology (University of Sheffield)
Trustees	Rob Unwin	Global Learning Programme National Leader
	Dave Pidwell	Senior Probation Officer
	Annette Dews	Educational Consultant
	Denise Casbolt	Community safety Consultant
	Julie Coulthard	Retired Remedi Manager
Non-voting Observers and advisers	Gwen Robinson	University of Sheffield

##### **Details of Senior Staff**

Director	Steve Jones
Finance and Administration Manager	Gill Turner
Assistant Director/Manager Rotherham and Adult Services	Nicola Bancroft
Assistant Director/Manager Sheffield and Safer Schools	Christopher Hickin
Manager (Barnsley)	Julie Parkin
Manager (Doncaster and Kirklees)	Gareth Jones
Manager (Manchester and Stockport)	Jo Reynolds
Manager (Northumberland)	Louise Price
Manager (Nottinghamshire and Derby)	Tony Jackson
Manager (Training)	Gavin Hudson

The responsibility for the day to day running of the charity is delegated to Steve Jones. Quarterly staff forum meetings (with Board Members) have been instituted

##### **Related parties**

There are no related parties to disclose

## **REMEDI-RESTORATIVE SERVICES**

### **REPORT OF THE TRUSTEES for the Year Ended 31 March 2013**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Risk management**

The trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Possible risks to external funding have led to the development of a rolling business plan which will allow for the mitigation of those risks.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are reviewed annually to ensure that they still meet the needs of the charity.

The trustees meet every 6 weeks and conduct a rolling budget review and revision of management accounts at each meeting. The charity retains a firm of solicitors specialising in employment law who provide employment protection and legal expenses insurance as part of their services. The trustees have in addition taken out appropriate trustee liability insurance.

##### **Policy development and Review**

During 2012/13, the following policies were reviewed

- Trustee Manual
- Expenses
- Disciplinary and grievance
- Health and safety
- Redundancy

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

These currently are

- To promote for the public benefit in particular in the City of Sheffield and its neighbourhood and also in South Yorkshire and elsewhere ("the area of benefit"), the provision of services directed towards mediation and reconciliation between victims of crime and offenders, with a view,
  - (a) to the preservation of public order and
  - (b) to the advancement of criminal justice through the preservation and protection of the well being of such victims and the rehabilitation of such offenders
- To advance the education of the public in the area of benefit in the methods of such mediation and conciliation, the needs of victims and offenders for such services and the means of managing such services

## **REMEDI-RESTORATIVE SERVICES**

### **REPORT OF THE TRUSTEES for the Year Ended 31 March 2013**

#### **OBJECTIVES AND ACTIVITIES**

##### **Significant activities**

Note - for a detailed analysis and account of Remedi's activities and future plans, please see the charity's Annual Report for 2013

The charity carried out its first risk assessment in 2002 and this assessment was last reviewed and amended in July 2011. The charity has continued to implement the recommendations from the consultant engaged by the Charities Aid Foundation in 2006/7. It is working to ensure that all contracts with statutory bodies approach full cost recovery and that all other work that Remedi does is covered by some form of grant or service agreement.

##### **Significant activities and objectives for the year**

- 1 Remedi has continued to develop partnership relationships with the youth offending teams in Barnsley, Doncaster, Rotherham, Sheffield, Nottinghamshire, Northumberland, Stockport, Manchester and Kirklees
- 2 This year saw an expanded service with the successful application to facilitate restorative justice services in Derby Youth Offending Team
- 3 An application to the grant programme of the South Yorkshire Police Crime Commissioner's office resulted in funding being made available to expand our adult service provision in South Yorkshire
- 4 Remedi identified the need to liaise with Police Crime Commissioners across England and Wales in order to promote the use of restorative services. To that end Remedi have organised a free information sharing event for Police Crime Commissioners which will take place in January 2014
- 5 Remedi's longest standing partner, the South Yorkshire Probation Trust, allocated additional funding to the organisation this year to expand the provision of mentoring services for adult offenders

## **REMEDI-RESTORATIVE SERVICES**

### **REPORT OF THE TRUSTEES for the Year Ended 31 March 2013**

#### **OBJECTIVES AND ACTIVITIES**

##### **Public benefit**

The trustees of Remedi confirm that they have referred to the Charity Commission's guidance in deciding how the charity promotes public benefit. These are summarised below:

##### **Benefits arising from Remedi's aims:**

Our aims in providing restorative justice services (e.g. mediation, victim awareness and reparation) and educating the public about restorative justice promotes public benefit in 5 main ways

- (1) preservation of public order by providing a non-violent means of resolving conflicts between offenders and victims of crime and in other arenas of society (e.g. schools)
- (2) rehabilitating of offenders and therefore a reduction in repeat offending
- (3) promotion of health and well-being amongst victims of crime by assisting them to cope with what has happened to them and move on with their lives
- (4) enabling professionals working in the criminal justice system to make more efficient and effective use of restorative justice
- (5) enabling the public to understand that there are effective but non-violent means of resolving conflict through mediation and reparation

##### **Risks that may arise**

Although the success rate is comparatively high (98% of cases undertaken), there may be those for whom restorative justice does not achieve the above aims. Risk assessments with both victims and offenders are thoroughly and carefully carried out to try to ensure that no-one is harmed by the process. Mediation is totally voluntary on both sides and either party can withdraw at any time. Where face-to-face meetings are to take place, both parties are provided with hours of preparation beforehand and supported fully through the process. The trustees are not aware of any public view that harm could arise through mediation. It is more that some sections of the public are still unaware of what mediation and restorative justice are and what they seek to achieve.

##### **Beneficiaries**

The charity's most direct beneficiaries are the victims of crime, offenders and the criminal justice professionals who work with them. The training and experience that our volunteer mediators receive frequently provide them with skills to begin or advance their careers in the field of restorative justice. Indirectly the public benefits through the improvement in public order that results from successful rehabilitation of offenders, better victim awareness and conflict resolution for victims. There are no barriers to anyone wishing to use Remedi's restorative justice services: they are free at the point of delivery, being funded entirely by grant aid and service level agreements with statutory bodies. Both victims and offenders can self-refer. Remedi does charge for training to statutory and other organisations, but this is in line with good practice regarding full cost recovery in dealing with statutory bodies and larger organisations.

In the year 2012/13 the following primary beneficiaries were realised

- 1032 young people were referred to Remedi via Youth Offending Teams
- 600 young offenders undertook multiple victim awareness training sessions
- 1026 young offenders undertook community reparation work
- 17953 hours of community reparation were organised
- 1387 victims of youth crime were contacted by Remedi personnel to offer support and opportunity to engage with a restorative justice process
- 52% of victims contacted took part in a restorative process
- 1180 school pupils undertook victim awareness/consequences of crime training
- 30 Family mediations were undertaken
- 155 adult prolific and priority offenders were supported by the Remedi mentoring project
- 117 adult offenders serving custodial sentences self-referred to the service
- 721 adult offenders serving community orders received one to one victim awareness training



## **REMEI-RESTORATIVE SERVICES**

### **REPORT OF THE TRUSTEES for the Year Ended 31 March 2013**

#### **OBJECTIVES AND ACTIVITIES**

- 140 adult offenders serving community sentences undertook a 10 session victim awareness/ consequences of crime group programme
- 601 professionals received Remedi restorative justice skills training

#### **Private benefits**

As mentioned above, a number of our volunteers who became trained and experienced mediators/restorative justice practitioners have either become paid members of our staff team or have been able to pursue careers within the criminal justice system. We regard this as a hallmark of good practice and are proud of the resulting highly skilled workforce that began as volunteers. The value of volunteers' time cannot be reasonably quantified and is not included in the Statement of Financial Activities.

None of the trustees receives any private financial benefit, although any trustee could train as a volunteer mediator if s/he passes the initial assessment as being suitable for this. However, one of the difficulties we face as a charity is that employees of a number of statutory sector criminal justice agencies (probation, police, youth justice services) who would make valuable trustees because of their expert knowledge and experience, are barred from doing so because of potential conflicts of interest, as we receive funding from these agencies.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

Remedi continues to provide a mediation service for both adults and youths and the contracts with partners continue to generally be funded on a full cost recovery basis.

During the financial year Remedi has seen the development of a number of areas of practice that has resulted in the expansion of our service provision-

- Partnerships with Derby YOS
- Extended work in South Yorkshire - namely adult offender mentoring programmes across the county
- Partnership with South Yorkshire Police Crime Commissioner's office to assist them in embedding restorative justice approaches in the county

#### **FINANCIAL REVIEW**

At the end of the 2012/13 financial year, the charity's reserves totalled £424,751 with £93,837 relating to restricted reserves and £330,914 relating to unrestricted reserves. There was an overall net deficit for the year of £66,431 of which £73,707 related to restricted funds with a £7,276 surplus on unrestricted funds. The charity expended balances brought forward from the previous year on restricted funds thus reducing the end of year restricted fund balances.

The principal funding sources were income from grants and service contracts which were expended on the salaries and running costs needed to provide services directed towards mediation and reconciliation between victims of crime and offenders.

The training delivery programme generated unrestricted net income of £70,214 which has increased the charity's unrestricted reserves.

#### **Reserves policy**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately three months unrestricted expenditure plus redundancy payments, sickness and maternity pay. This provides sufficient funds to cover management and administration and restorative justice services. At present the free reserves of £319,391 (excluding fixed assets) reach this target level but the trustees are monitoring the situation to ensure sustainability.

## **REMEDI-RESTORATIVE SERVICES**

### **REPORT OF THE TRUSTEES for the Year Ended 31 March 2013**

#### **FUTURE DEVELOPMENTS**

The operational plan for the years 2012-2017 has been formulated and agreed

The primary areas of this strategy is

- To expand geographic basis of service delivery in terms of 6 new sites These may be new partnership relationships with Youth Offending Teams, Probation services/trusts, prisons and/or schools
- To develop the work already undertaken in regard to internal quality assurance systems to ensure best practice across all areas of operation
- To secure accredited status via the Restorative Justice Council practitioner accreditation process for a minimum of 75% of our staff team
- To expand the range of service provision in order to increase this revenue stream and enable self sufficient abilities to deliver innovative restorative projects which may not initially attract external funding
- To invest in external evaluations of our work in order to demonstrate and validate practice

#### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Remedi-Restorative Services for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

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

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charity SORP,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records which 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

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

#### **AUDITORS**

The auditors, Hodgson & Oldfield, will be proposed for re-appointment at the forthcoming Annual General Meeting

---

**REMEDI-RESTORATIVE SERVICES**

**REPORT OF THE TRUSTEES  
for the Year Ended 31 March 2013**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

**ON BEHALF OF THE BOARD**



Mrs M Payling - Trustee

8 October 2013

## **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF REMEDI-RESTORATIVE SERVICES**

We have audited the financial statements of Remedi-Restorative Services for the year ended 31 March 2013 on pages twelve to twenty four. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page eight, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 17 to the financial statements.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements

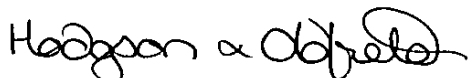
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF REMEDI-RESTORATIVE SERVICES**

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements , or
- the charitable company has not kept adequate accounting records, or
- the financial statements are not in agreement with the accounting records and returns, or
- we have not received all the information and explanations we require for our audit



Hodgson & Oldfield

Statutory Auditors

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

20 Paradise Square

Sheffield

S1 1UA

9 October 2013

# **REMEI-RESTORATIVE SERVICES**

## **STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) for the Year Ended 31 March 2013**

	Notes	Unrestricted funds £	Restricted funds £	31 3 13 Total funds £	31.3 12 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	51,100	326,062	377,162	358,565
Investment income	3	209	-	209	208
<b>Incoming resources from charitable activities</b>					
Restorative justice, mediation & training	4	<u>70,214</u>	<u>1,036,870</u>	<u>1,107,084</u>	<u>1,227,202</u>
<b>Total incoming resources</b>		121,523	1,362,932	1,484,455	1,585,975
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	5	437	10,149	10,586	17,234
<b>Charitable activities</b>					
Restorative justice, mediation & training	6	107,946	1,406,765	1,514,711	1,468,993
<b>Governance costs</b>	8	<u>5,864</u>	<u>19,725</u>	<u>25,589</u>	<u>26,695</u>
<b>Total resources expended</b>		114,247	1,436,639	1,550,886	1,512,922
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>					
		7,276	(73,707)	(66,431)	73,053
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>323,638</u>	<u>167,544</u>	<u>491,182</u>	<u>418,129</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>330,914</u></u>	<u><u>93,837</u></u>	<u><u>424,751</u></u>	<u><u>491,182</u></u>

The notes form part of these financial statements

# **REMEDI-RESTORATIVE SERVICES**

## **BALANCE SHEET**

**At 31 March 2013**

	Notes	Unrestricted funds £	Restricted funds £	31.3.13 Total funds £	31.3.12 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	11,523	698	12,221	17,318
<b>CURRENT ASSETS</b>					
Debtors	13	45,851	129,472	175,323	161,812
Cash at bank and in hand		<u>281,698</u>	<u>36,168</u>	<u>317,866</u>	<u>416,619</u>
		327,549	165,640	493,189	578,431
<b>CREDITORS</b>					
Amounts falling due within one year	14	(8,158)	(72,501)	(80,659)	(104,567)
<b>NET CURRENT ASSETS</b>		<u>319,391</u>	<u>93,139</u>	<u>412,530</u>	<u>473,864</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>330,914</u>	<u>93,837</u>	<u>424,751</u>	<u>491,182</u>
<b>NET ASSETS</b>		<u>330,914</u>	<u>93,837</u>	<u>424,751</u>	<u>491,182</u>
<b>FUNDS</b>	16				
Unrestricted funds				330,914	323,638
Restricted funds				<u>93,837</u>	<u>167,544</u>
<b>TOTAL FUNDS</b>				<u>424,751</u>	<u>491,182</u>

The notes form part of these financial statements

## **REMEDI-RESTORATIVE SERVICES**

### **BALANCE SHEET - CONTINUED**

**At 31 March 2013**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements

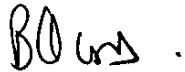
The trustees acknowledge their responsibilities for

- (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 audited under the requirements of Section 144 of the Charities Act 2011

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 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 8 October 2013 and were signed on its behalf by



Ms B Cross -Trustee

The notes form part of these financial statements



## **REMEDI-RESTORATIVE SERVICES**

### **Notes to the Financial Statements for the Year Ended 31 March 2013**

#### **1. ACCOUNTING POLICIES**

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

##### **Incoming resources**

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

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, that provide core funding, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant

Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods or the donor has imposed conditions which must be met before the charity has unconditional entitlement

Donated services and facilities are included at the value to the charity where this can be quantified and would otherwise be purchased from a supplier. The value of services provided by volunteers has not been included in these accounts

Investment income is included when receivable

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Income is deferred when these grants are received in advance of the performance to which they relate

##### **Resources expended**

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

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs for fundraising purposes

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity

##### **Allocation and apportionment of costs**

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. per capita or estimated usage as set out in the notes to the accounts

## **REMEDI-RESTORATIVE SERVICES**

### **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 March 2013**

#### **1. ACCOUNTING POLICIES - continued**

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Office equipment & fixtures	- 20% on reducing balance
Computer equipment	- 33% on cost

Fixed assets are stated at cost less accumulated depreciation

The costs of minor additions or those where the purchase price is below £250 are not capitalised

##### **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

# **REMEDI-RESTORATIVE SERVICES**

## **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED** **for the Year Ended 31 March 2013**

### **2. VOLUNTARY INCOME**

	31 3 13	31 3 12
	£	£
Donations	97	-
Grants	<u>377,065</u>	<u>358,565</u>
	<u>377,162</u>	<u>358,565</u>

Grants received, included in the above, are as follows

	31 3 13	31 3 12
	£	£
South Yorkshire Probation Service	51,000	50,000
Other Grants & Trusts	9,950	4,950
Children in Need	2,714	15,273
The Henry Smith Charity	-	15,000
Big Lottery Fund Grant	77,298	76,730
Awards for All - Big Lottery	-	8,940
Evan Cornish Foundation	-	5,382
Garfield Weston Foundation	-	5,000
Northern Rock Foundation	42,256	42,909
Police Authority	45,605	50,000
RJ Waiver Scheme	3,000	5,000
The Brelms Trust	5,000	5,000
Transition Fund - BIG Fund	-	74,381
Barnsley NRP	45,050	-
Moorland Prison	19,863	-
Realising Ambition	<u>75,329</u>	<u>-</u>
	<u>377,065</u>	<u>358,565</u>

### **3. INVESTMENT INCOME**

	31 3 13	31 3 12
	£	£
Deposit account interest	<u>209</u>	<u>208</u>

### **4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

		31 3 13	31 3 12
	Activity	£	£
Sessional work & training	Restorative justice, mediation & training	70,214	146,117
Grants	Restorative justice, mediation & training	<u>1,036,870</u>	<u>1,081,085</u>
		<u>1,107,084</u>	<u>1,227,202</u>

## REMEDI-RESTORATIVE SERVICES

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 March 2013

#### 4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES - continued

Grants received, included in the above, are as follows

	31 3 13	31 3 12
	£	£
Youth Offending Team - Barnsley	194,684	255,954
Youth Offending Team - Doncaster	70,000	91,724
Youth Offending Team - Rotherham	59,000	59,000
Sheffield Youth Justice Service	144,650	167,854
Youth Offending Team - Northumberland	32,079	58,295
Youth Offending Team - Nottingham	258,327	264,952
Youth Offending Team - Kirklees	48,063	41,380
Youth Offending Team - Stockport	26,539	29,070
Youth Offending Service - Manchester	113,003	31,122
Youth Offending Team - Derby	46,840	-
Safer Schools Partnership - Barnsley	-	22,500
Adult Mentoring	30,000	30,000
Victim Commission	13,685	19,234
Recap & Compass	-	10,000
	<u>1,036,870</u>	<u>1,081,085</u>

#### 5. COSTS OF GENERATING VOLUNTARY INCOME

	31 3 13	31 3 12
	£	£
Fundraising costs	-	6,058
Support costs	<u>10,586</u>	<u>11,176</u>
	<u>10,586</u>	<u>17,234</u>

#### 6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Restorative justice, mediation & training	<u>1,433,459</u>	<u>81,252</u>	<u>1,514,711</u>

# **REMEDI-RESTORATIVE SERVICES**

## **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED** **for the Year Ended 31 March 2013**

### **7. SUPPORT COSTS**

	Premises costs	Finance & general office staff	Equipment & maintenance	Office costs
	£	£	£	£
Costs of generating voluntary income	823	7,059	-	1,529
Governance costs	1,151	14,118	816	1,020
Restorative justice, mediation & training	<u>14,475</u>	<u>25,883</u>	<u>7,350</u>	<u>7,647</u>
	<u>16,449</u>	<u>47,060</u>	<u>8,166</u>	<u>10,196</u>

	Professional & consultancy	Advertising & publicity	Other costs	Totals
	£	£	£	£
Costs of generating voluntary income	-	960	215	10,586
Governance costs	1,053	639	144	18,941
Restorative justice, mediation & training	<u>20,022</u>	<u>4,796</u>	<u>1,079</u>	<u>81,252</u>
	<u>21,075</u>	<u>6,395</u>	<u>1,438</u>	<u>110,779</u>

<b>Activity</b>	<b>Basis of allocation</b>
Premises costs	Usage
Finance & general office staff	Staff time
Equipment & maintenance	Usage
Office costs	Usage
Professional & consultancy	Usage
Advertising & publicity	Usage
Other costs	Usage

### **8. GOVERNANCE COSTS**

	31 3 13	31 3 12
	£	£
Trustees' expenses	17	-
Annual report/AGM costs	1,590	2,316
Trustees' insurance	661	661
Auditors' remuneration	4,380	3,834
Support costs	<u>18,941</u>	<u>19,884</u>
	<u>25,589</u>	<u>26,695</u>

# **REMEDI-RESTORATIVE SERVICES**

## **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED** **for the Year Ended 31 March 2013**

### **9. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting)

	31 3 13	31 3 12
	£	£
Auditors' remuneration	4,380	3,834
Depreciation - owned assets	8,038	10,831
Deficit on disposal of fixed asset	<u>128</u>	<u>-</u>

### **10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012

#### **Trustees' expenses**

	31 3 13	31 3 12
	£	£
Trustees' expenses	<u>17</u>	<u>-</u>

### **11. STAFF COSTS**

	31 3 13	31 3 12
	£	£
Wages and salaries	1,240,162	1,196,175
Social security costs	93,956	95,046
Other pension costs	<u>17,283</u>	<u>17,709</u>
	<u><u>1,351,401</u></u>	<u><u>1,308,930</u></u>

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

	31 3 13	31 3 12
Restorative Justice services - Employees	46	44
- Sessional workers (reparation)	15	15
Administration and support	<u>2</u>	<u>2</u>
	<u><u>63</u></u>	<u><u>61</u></u>

The average monthly number of employees has been calculated on the basis of full time equivalents

The number of employees to whom retirement benefits were accruing was as follows -

	31 3 13	31 3 12
Defined contribution schemes	<u>21</u>	<u>20</u>

No employee received emoluments of £60,000 or more

# **REMEDI-RESTORATIVE SERVICES**

## **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED** for the Year Ended 31 March 2013

### **12. TANGIBLE FIXED ASSETS**

	Office equipment & fixtures £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2012	26,043	43,139	69,182
Additions	1,013	2,056	3,069
Disposals	<u>(1,015)</u>	<u>(766)</u>	<u>(1,781)</u>
At 31 March 2013	<u>26,041</u>	<u>44,429</u>	<u>70,470</u>
 <b>DEPRECIATION</b>			
At 1 April 2012	15,966	35,898	51,864
Charge for year	2,012	6,026	8,038
Eliminated on disposal	<u>(890)</u>	<u>(763)</u>	<u>(1,653)</u>
At 31 March 2013	<u>17,088</u>	<u>41,161</u>	<u>58,249</u>
 <b>NET BOOK VALUE</b>			
At 31 March 2013	<u>8,953</u>	<u>3,268</u>	<u>12,221</u>
At 31 March 2012	<u>10,077</u>	<u>7,241</u>	<u>17,318</u>

### **13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31 3 13 £	31 3 12 £
Other debtors	-	88
Accrued income	169,991	158,558
Prepayments	<u>5,332</u>	<u>3,166</u>
	<u>175,323</u>	<u>161,812</u>

### **14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31 3 13 £	31 3 12 £
Bank loans and overdrafts	611	239
Accruals and deferred income	<u>80,048</u>	<u>104,328</u>
	<u>80,659</u>	<u>104,567</u>

## REMEDI-RESTORATIVE SERVICES

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 March 2013

#### 15. PENSION COMMITMENTS

The charitable company's pension scheme is a defined contribution scheme and all premiums paid are charged to the Statement of Financial Activities in the period that they are paid

There were no outstanding or prepaid contributions at 31 March 2013

#### 16. MOVEMENT IN FUNDS

	At 1 4 12 £	Net movement in funds £	At 31 3 13 £
<b>Unrestricted funds</b>			
General fund	323,638	7,276	330,914
<b>Restricted funds</b>			
Barnsley	1,766	19,349	21,115
Doncaster	2,613	(1,265)	1,348
Rotherham	1,931	1,626	3,557
Sheffield	54,974	(48,535)	6,439
Northumberland	8,716	(8,716)	-
Nottingham	27,987	(20,529)	7,458
Kirklees	6,588	(4,200)	2,388
Stockport	6,977	(3,917)	3,060
Adult Mediation	3,793	(3,793)	-
Big Lottery Fund Grant	6,421	(4,258)	2,163
Big Lottery Fund Grant - Fixed assets	1,549	(851)	698
Awards for All - Northumberland Mentoring Project	8,940	(7,694)	1,246
Manchester	789	3,939	4,728
Northern Rock Foundation - Northumberland	33,015	2,780	35,795
Doncaster Mentoring	-	483	483
Victim Commission	1,485	(1,485)	-
Derby	-	1,564	1,564
Realising Ambition	-	1,795	1,795
	167,544	(73,707)	93,837
<b>TOTAL FUNDS</b>	<u>491,182</u>	<u>(66,431)</u>	<u>424,751</u>



# **REMEDI-RESTORATIVE SERVICES**

## **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED** for the Year Ended 31 March 2013

### **16. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	121,523	(114,247)	7,276
<b>Restricted funds</b>			
Barnsley	242,732	(223,383)	19,349
Doncaster	70,000	(71,265)	(1,265)
Rotherham	64,500	(62,874)	1,626
Sheffield	144,651	(193,186)	(48,535)
Northumberland	32,078	(40,794)	(8,716)
Kirklees	48,062	(52,262)	(4,200)
Stockport	26,538	(30,455)	(3,917)
Youth RECAP in South Yorkshire	2,714	(2,714)	-
Adult Mediation	-	(3,793)	(3,793)
Big Lottery Fund Grant	77,299	(81,557)	(4,258)
Awards for All - Northumberland Mentoring Project	-	(7,694)	(7,694)
Manchester	113,003	(109,064)	3,939
Northern Rock Foundation - Northumberland	42,256	(39,476)	2,780
Police Authority Community Grant	45,605	(45,605)	-
Doncaster Mentoring	39,450	(38,967)	483
Moorland Prison	19,863	(19,863)	-
Realising Ambition	75,329	(73,534)	1,795
Nottingham	258,327	(278,856)	(20,529)
Victim Commission	13,685	(15,170)	(1,485)
Derby	46,840	(45,276)	1,564
Big Lottery Fund Grant - Fixed assets	-	(851)	(851)
	1,362,932	(1,436,639)	(73,707)
<b>TOTAL FUNDS</b>	<u>1,484,455</u>	<u>(1,550,886)</u>	<u>(66,431)</u>

## **REMEI-RESTORATIVE SERVICES**

### **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 March 2013**

#### **16. MOVEMENT IN FUNDS - continued**

##### **Restricted Funds**

The restricted funds represent -

- a) grants from the Youth Offending Teams in Sheffield, Rotherham, Doncaster, Barnsley, Northumberland, Nottingham, Kirklees, Stockport, Manchester and Derby specifically for the salaries of co-ordinators/mediators, management and administration costs, and running costs in Sheffield, Rotherham, Doncaster, Barnsley, Northumberland, Nottingham, Kirklees, Stockport, Manchester and Derby respectively
- b) a grant from Children in Need specifically for Youth RECAP filming in South Yorkshire.
- c) a grant from Barnsley NRP project specifically for a neighbourhood resolutions co-ordinator and related costs in Barnsley
- d) grants from Doncaster Public Health and the Brelms Trust specifically for Adult Mentoring in Doncaster
- e) a grant from the Northern Rock Foundation specifically for a mentoring service to adult offenders at the risk of being homeless in Northumberland.
- f) a Big Lottery Fund Grant specifically for salaries and running costs of the Adult Mentoring project
- g) a Big Lottery Fund Grant specifically for capital expenditure.
- h) a RECAP grant specifically for the project in Rotherham
- i) a Police Authority Community grant specifically for the Restorative Action Project
- j) an RJ Waiver grant specifically for the adult RJ programme in Barnsley and Doncaster
- k) a grant specifically for the salaries and related expenses of the Victim Commission Pilot
- l) an Awards for All Big Lottery grant specifically for the Northumberland Mentoring Project
- m) a Realising Ambition grant specifically for the Realising Ambition Safer Schools Partnership project
- n) a grant specifically for the salary and related costs of a restorative justice practitioner at Moorland Prison
- o) a grant from Vicars Relief Fund specifically for mentoring beneficiary costs

##### **Unrestricted Funds**

These are expended at the discretion of the trustees to meet the general objectives of the charity

#### **17. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES**

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements

#### **18. MEMBERS UNDERTAKING**

The charitable company is limited by guarantee and, under paragraph 7 of the Memorandum of Association, every member of the company undertakes to contribute such amounts as may be required (not exceeding £1) towards the costs of dissolution and the liabilities incurred by the charitable company while the contributor was a member, if the charity is dissolved while he/she or it remains a member or within 12 months afterwards