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MEDIATION HEREFORDSHIRE

31st DECEMBER 2008

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MEDIATION HEREFORDSHIRE

Legal and administrative information

Charity number	1100970
Company Number	4932618
Directors	John Howarth (Chair) Barbara Ferris Sheila Archer Helen Beach Elizabeth Bradley (resigned 8.9.08) Carol Soble Sabrina Chan (Treasurer) Helen Tank Celia Winter (appointed 28.1.08)
Company Secretary	Tim Bray
Registered Office	1st Floor Berrows Business Centre Bath Street Hereford HR1 2HE
Accountants	Beth Norris FCCA 9 Church Crescent Pembroke Leominster HR6 9HH
Bankers	Unity Trust Bank 9 Brindleyplace Birmingham

MEDIATION HEREFORDSHIRE

Trustees' report for the year ended 31st December 2008

The Trustees, who are also Directors of the charity for the purposes of the Companies Act, present their annual report and the financial statements for the year ending 31st December 2008. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in February 2005 in preparing the annual report and financial statements of the charity.

Structure Governance and Management

The charity is constituted as a company limited by guarantee, and is therefore governed by the memorandum and articles of association.

The Directors are recruited regularly from professionals working in related fields or from past users who have an interest in the work. We advertise through Voluntary Action to recruit anyone interested in working as a Director. Potential Directors are asked to provide a brief CV and to give the names of two people willing to act as referees on their behalf. They are then invited to a Directors' meeting. Once appointed they receive a Director's pack and introduced to the service by the Service Manager and a nominated Director. Directors are kept informed of training opportunities throughout the year by the company secretary.

The Directors meet 6 times during the year. Day to day running of the charity is delegated to the paid staff.

The policy of the charity is to follow the Code of Practice for Family Mediators adopted by National Family Mediation, of which the charity is a member. It is also an accredited member of the British Association of Counselling and Psychotherapy and abides by its ethical framework.

The Directors actively review the major risk which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Directors have also examined other operational and business risks faced by the Charity and confirm that they have established systems to mitigate the significant risks.

Objectives and Activities

The charity's objects and its principal activity continues to be that of preserving and protecting the mental and physical health of adults and children by services directed towards mediation for people involved in dispute, the break up of marriage or inter-personal conflict.

The following objectives were set for 2008:

- To increase referrals to the mediation service, thereby increasing our income, and ensuring we maximise the opportunities arising from the LSC Contract which came into being in October 2007.
- To increase our private referrals to mediation.
- To achieve accredited status from the British Association for Counselling and Psychotherapy for our Counselling services.
- To create outreach bases for our counselling services across the county, working in partnership with the emerging network of childrens' centres.
- To amalgamate 'Children in Divorce' with 'Family Matters' into one 'Children and Family Counselling Service'.

Achievements and Performance

- The Family Mediation Service has been in surplus against the LSC Contract for the last half of 2008. Referrals have increased and conversion rates have improved.
- We achieved accredited status with the BACP in December 2008.
- We now have counsellors working in all the market towns and have seen a rapid uptake of their services.
- The two counselling services were amalgamated in mid-2008 and publicity material amended accordingly.

Future Developments

Objectives for 2009 include:

- Refunding the parents counselling service. The Big Lottery funding runs out in June 2009.
- Further embedding our support services for families across the county.
- Recruiting and training a trainee mediator.
- Broadening our training role to provide training to organisations in mediation skills, conflict management and family support.

Financial review

It is the policy of the charity to have at least 3 months running costs in reserves.

The principal funding source continues to be the Legal Services Commission. Full details of funders can be found on page 9 of the financial statements. This also identifies the income and costs associated with the Child and Family Counselling work separately from other mediation work.

Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Directors and Trustees

All Directors of the company are also Trustees of the charity and there are no other Trustees. The movement in Trustees is shown in the Legal & Administrative information.

Statement of Trustees' responsibilities

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- a) select suitable accounting policies and apply them consistently
- b) make judgements and estimates that are reasonable and prudent
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping 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 Charities Act 1993. They are also responsible for safeguarding assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company Rules

This report has been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies with the additional information required by the aforementioned SORP.

Approval

This report was approved by the board on 21st April 2009 and signed on their behalf.

John Howarth
Chair of Directors

Beth Norris

CHARTERED CERTIFIED ACCOUNTANT
& REGISTERED AUDITOR

BETH NORRIS F.C.C.A

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ACCOUNTANTS REPORT TO THE MEMBERS OF MEDIATION HEREFORDSHIRE

I report on the accounts for the year ending 31st December 2008 set out on pages 6 to 10.

Respective responsibilities of directors and reporting accountant

As described on page 3 the directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

Basis of opinion

My work was conducted in accordance with the Statements of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purpose of this report. These procedures provide only the assurances expressed in my opinion.

Opinion

In my opinion:

- a) The accounts are in agreement with the accounting records kept by the company under S221 of the Companies Act 1985.
- b) Having regard to, and on the basis of, the information contained in those accounting records:
 - i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act, with the exception of the matter described above, and
 - ii) the company satisfied conditions for exemption from an audit of the accounts for the year specified in S249A(4) of the Act and did not, at any time within the year, fall within any of the categories of companies not entitled to exemption specified in section 249B(1).

Beth Norris

Reporting Accountant
22nd May 2009

MEDIATION HEREFORDSHIRE

Statement of Financial Activities, including the income and expenditure account, for the year ending 31st December 2008

	Unrestricted	Restricted	2008 Total	2007 Total
Income & Expenditure				
Incoming resources				
From generated funds				
Voluntary income	1,670	-	1,670	241
Investment income	3,371	-	3,371	4,293
Charitable Activities	69,197	149,622	218,819	180,012
Other income	3,493	-	3,493	810
	-----	-----	-----	-----
Total Incoming Resources	77,731	149,622	227,353	185,356
	-----	-----	-----	-----
Resources Expended				
Charitable Activities	78,214	145,624	223,838	191,474
Governance	900	1,551	2,451	2,411
	-----	-----	-----	-----
Total Resources Expended Note 10	79,114	147,175	226,289	193,885
	-----	-----	-----	-----
Net Incoming Resources Note (a)	(1,383)	2,447	1,064	(8,529)
Transfers	-	-	-	-
Balance b/f	Note(b) 81,259	15,624	96,883	105,412
	-----	-----	-----	-----
Funds Balance c/f 31.12.08	79,876	18,071	97,947	96,883
	=====	=====	=====	=====

Note (a) This figure does not include the £15,624 restricted funds under spend brought forward from 2007

Note (b) This figure includes the £15,624 restricted funds under spend brought forward from 2007.

Included in Incoming Resources is £87,851 from The Big Lottery and £3,238 carried forward in grants in advance.

The notes on pages 8-10 form part of these financial statements.

MEDIATION HEREFORDSHIRE

Balance Sheet as at 31st December 2008

		2008	2008	2007
FIXED ASSETS	Note 3			
Tangible Fixed Assets				
Restricted funds			2,233	1,879
Unrestricted funds			1,360	1,625
			-----	-----
			3,593	3,504
CURRENT ASSETS				
Debtors & Prepayments	Note 5	9,934		5,609
Bank and Cash		96,422		108,979
		-----		-----
		106,356		114,588
CREDITORS due within one year				
Creditors and Accruals	Note 6	12,002		21,209

NET CURRENT ASSETS			94,354	
			-----	-----
NET ASSETS			97,947	96,883
			=====	=====
FUNDS				
Restricted	Note 4		18,071	15,624
Unrestricted				
Unrestricted			49,876	51,259
Designated			30,000	30,000
			-----	-----
TOTAL FUNDS			97,947	96,883
			=====	=====

The accounts have been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 applicable to small companies were approved by the board on 21st April 2009 and signed on its behalf.

For the year ending 31st December 2008 the company was entitled to exemption under section 249A(2) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the period in question in accordance with section 249B(2). The Directors acknowledge their responsibility for:

- i) ensuring the company keeps accounting records which comply with section 221; and
- ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial period, and of its profit and loss for the financial period in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

John Howarth

John Howarth
Chair of Directors

The notes on pages 8 – 10 form part of these financial statements.

MEDIATION HEREFORDSHIRE

Notes to the accounts for the year ending 31st December 2008

1. Accounting policies

Basis of preparation of accounts

The financial statements are prepared under historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in February 2005.

Tangible fixed assets for use by the charity and depreciation

Tangible fixed assets for use by the charity are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the costs of the assets, less their estimated residual value, over the expected useful lives. The assets are being written off on a straight line basis at the rate of 25% per annum.

Incoming resources

Income and donations are included in incoming resources when they are receivable, except where the donors specify that they must be used in future accounting periods or donor conditions have not been fulfilled, then the income is deferred.

Resources expended

Resources expended are included in the Statements of Financial Activities on an accruals basis, exclusive of any VAT.

Expenditure, which is directly attributable to specific activities, has been included in these cost categories. Where costs are attributable to more than one activity they have been apportioned across the cost categories on a basis consistent with the use of these resources.

Pension scheme – note to be completed

2. Staff Costs

	2008	2007
Wages & Salaries	162,722	144,161
Social Security costs	13,145	11,525
	-----	-----
	175,867	155,686
	=====	=====

The average number of employees during the period was 13, many on flexible hours contract. No employee earned more than £60,000, pro rata, in the period.

MEDIATION HEREFORDSHIRE

Notes to the accounts for the year ending 31st December 2008

3. Fixed Assets

	Furniture & equipment
Cost	
1.1.08	16,543
Additions	1,622

Cost 31.12.08	18,165

Depreciation	
1.1.08	13,039
Charge for year	1,533

Depreciation 31.12.08	14,572

Net Book Value 31.12.08	3,593
Net Book Value 31.12.07	3,504
	=====

4. Restricted Funds

	Bal b/f	Incoming Resources	Outgoing Resources	Bal c/f	NBV assets
Child & Family Counselling:					
The Big Lottery	5,667	50,278	55,435	510	510
The Big Lottery	2,356	37,573	37,890	2,039	259
Bulmers	-	3,000	3,000	-	-
Eveson Trust	6,284	15,000	12,768	8,516	287
PCT	-	6,998	6,998	-	-
H.C. Children's Fund	84	11,936	11,892	128	128
Nexus	-	3,684	3,684	-	-
Children in Need	-	21,153	15,137	6,016	187
Wiggins Special Metals	1,233	-	371	862	862
	-----	-----	-----	-----	-----
	15,624	149,622	147,175	18,071	2,233
	=====	=====	=====	=====	=====

Purpose of Restricted Funds

The Big Lottery - Provision of mediation and counselling services to families and for child counselling, along with funding from Eveson and Nexus

Bulmers, Eveson Trust, Nexus, Children in Need, PCT and Herefordshire Council Children's Fund and - provision of mediation work between schools and families.

Wiggins Special Metals- server for computer system and labour costs for networking

MEDIATION HEREFORDSHIRE

Notes to the accounts for the year ending 31st December 2008

5. Debtors

	2008	2007
Grants receivable	2,368	2,315
Prepayment of rent	5,348	3,294
Interest receivable	645	-
Fees receivable	1,573	-
	-----	-----
	9,934	5,609
	=====	=====

6. Creditors

	2008	2007
Creditors and Accruals	7,347	4,380
VAT	1,417	1,537
Big Lottery - in advance	3,238	15,292
	-----	-----
	12,002	21,209
	=====	=====

7. Share capital

This is a company limited by guarantee and does not have a share capital. Consequently no reconciliation of shareholders funds, as required by FRS13 is possible. Similarly, the split of shareholders funds between equity and non equity shareholders, as required by FRS4, is not possible.

8. Members responsibilities

Every member of the company undertakes to contribute to the assets of the company on the event of it being wound up during the time that her or she is a member or within one year afterwards for a payment of debts and liabilities of the company contracted before he or she ceases to be a member, and of the costs, charges and expense of winding up the same and for the adjustment of the rights of contributors amongst themselves, such as may be required not exceeding, in the case of any member, the sum of £1.

9. Designated Fund

This is a fund which has £30,000 set aside for use in the event of the charity having to wind up.

10. Income and Expenditure by Activity

	Income	Direct Costs	Support Costs	Support costs	Total
			Staff costs	Office costs	
Mediation	61,474	67,745	4,323	986	73,054
Child & Family					
Counselling	149,622	135,326	8,107	1,820	145,253
Other Services	16,257	5,531	-	-	5,531

					223,838
Governance					2,451
	-----				-----
	227,353				226,289
	=====				=====