

COMPANY NO: 3008942

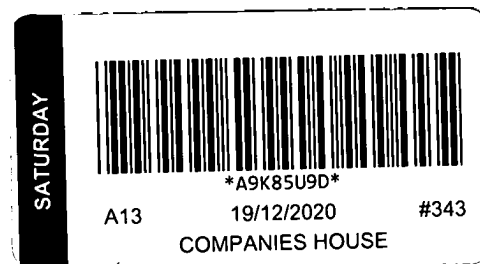
CHARITY REGISTERED NUMBER: 1067128

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

DIRECTORS' AND TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

KEMPTON EMSDEN & CO.
CHARTERED ACCOUNTANTS
34 NAPIER ROAD
BROMLEY
KENT
BR2 9JA



SOUTH EAST LONDON FAMILY MEDIATION BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: 3008942

Registered Charity Number: 1067128

Directors: Mr Stephen Hodges
Mr Julian Gibson
Mr Michael Carpenter

Secretary: Mr David Ely J.P MBA Banking

Registered Office: The Stables,
1 North Street,
Bromley, Kent
BR1 1SD

Accountants: Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
Bromley
Kent
BR2 9JA

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

FOR THE YEAR ENDED 31 MARCH 2020

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SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

Governing document

The organisation is a charitable company, limited by guarantee, and governed by its Memorandum and Articles of Association dated 30th November 1994.

The company has to comply with the Companies Act 2006 and related SORP.

Organisation and Management

The day to day management of the South East London Family Mediation Bureau is the responsibility of the Service Manager.

The South East London Family Mediation Bureau has three Trustees (one of which is the Chair) and a Company Secretary.

An Executive Committee consists of the three Trustees, Company Secretary, Service Manager and other individuals experienced in family dispute matters and local authority work. The Executive meets at least four times a year including the Annual General Meeting, usually held in October. The Chair of the Bureau is Chair of the Executive Committee.

The Finance and General Purposes Committee is made up of at least three members of the Executive Committee, including the Chair, Company Secretary and the Service Manager. It is chaired by a trustee who is not chair of the Executive Committee. It meets 4-6 times a year, ordinarily two weeks before the Executive Committee. It works closely with the Service Manager to oversee the administration and finances of the bureau. It makes recommendations to the Executive Committee.

The bureau is fortunate to have His Honour Judge Atkins, from the Croydon Family Court, as its President. He presides over the Annual General Meeting and is kept aware of bureau activities by receiving minutes of all meetings and regular volume and financial summaries.

Minutes of all meetings are formally recorded and made available to all committee members.

Risk Policy

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen those risks.

Objectives and Activities

The company was established firstly, to provide a mediation service to separated parents who are in dispute over contact and residence arrangements for their children and secondly, to facilitate the settlement of differences arising from family breakdown in relation to financial and property matters and the like.

Achievements and Performance

During the course of the financial year ending 31st March 2020 we undertook each month an average of 83 Private Client Mediation Information and Assessment Meetings (MIAMs) and 50 Mediation Sessions made up of 19 Property and Finance, 25 All Issues and 6 Child Issues. MIAMs were up 8%; mediation sessions were up 28%. The conversion rate from MIAMs to mediations has increased markedly this year. Average total monthly income including vat arising from Family Mediation Services has risen from £15,300 last year to £17,900 including an average of £3,400 including vat from legal aid work. The last quarter of the financial year was affected by the COVID-19 impact on our operations.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

The Service Manager, Andrew Sims, left October 2019 and was replaced by Ruth Bryan, formerly of Southwark Mediation. Considerable effort continues on the management of the bureau with particular attention to staffing. The bureau uses the services of nine independent session mediators to undertake mediation activities.

Financial Review

Net income of **£180,110** and expenses of **£171,002** led to a surplus of **£9,108**; the directors had expected a surplus of between £10,000 and £12,000 but the pandemic affected the final months of the financial year.

Over the last six financial years we have moved from an operating loss of £39,695 (2014), surplus £5,835 (2015), surplus £14,999 (2016), loss £5,503 (2017), surplus £6,519 (2018), loss of £11,060 (2019) and a surplus of £9,108 for 2020.

Our negative financial year end positions were £29,019 (2014), £23,256 (2015), £8,257 (2016), £13,760 (2017), £7241 (2018), £18,301 (2019) and it is now £9,193. Our original plan was to eliminate the loss position over three years finishing March 2017. This has taken longer than anticipated but we will move into positive territory this year notwithstanding pandemic effect. Directors Loans are £8,000 but we will repay them this year, assuming we accommodate the impact of COVID-19 by our plans below.

We do not hold reserves but any excess funds are kept on deposit with our bank.

Plans for Next Year

Plans for 2020-2021 have been overshadowed by COVID-19. The Service Manager, staff and mediators have managed admirably despite tremendous pressures.

- Office closed for 6 months and ZOOM used for all client sessions;
- Most staff and mediators working remotely from home;
- Landlord's six month reduction in rent saving £4,000;
- Reduced NFM subscription saving £2,000;
- Reduced technology support saving £1000;
- Government backed grant through Bromley local authority £10,000;
- Government Furlough Scheme £6,500;
- Government backed Bounce Back Loan of £50,000 at 2.5% repaid over 6 years;
- National Lottery Grant £9,500 for Low Cost Mediation project to assist clients negatively affected by COVID but not qualifying for legal aid;
- We will replace the outdated Resolve IT mediation record keeping system by the Progress System before the end of the calendar year. This will eliminate duplication and assist the daily operations.

We have concentrated on tight management of cash with monthly projections to the Finance and General Purposes Committee. Minutes of regular meetings have been shared with the full Executive Committee but face to face meetings have not been possible.

The Trustees are grateful to the mediators for their unceasing loyalty, the administration team for their tireless efforts and the Executive Committee for guidance and support throughout the year. We know there will be many further challenges, particularly as we accommodate the COVID impact in the next 12-24 months. We are confident that the combined efforts of all involved will see us continue to grow and prosper.

We have a new administration team which is rising to the challenges we face.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

Over the first few months of the 2020/21 financial year we have seen a 50% increase in Legal Aid business. Including private mediations, mediator training and legal aid we are seeing average monthly income including vat of over £16,000. We find this encouraging and we look to the future with a degree of confidence notwithstanding the challenges it will bring.

Trustees' responsibilities in relation to the financial statements

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of directors and trustees on 9th December 2020 and signed on its behalf.



.....
DAVID ELY
TRUSTEE

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF SOUTH EAST LONDON FAMILY MEDIATION BUREAU
FOR THE YEAR ENDED 31 MARCH 2020

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2020 which are set out on pages 5 to 14.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
Bromley
Kent BR2 9JA

Dated: 2020

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2020

	Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Income and endowments from:			
Donation	384	384	-
Charitable activities	179,719	179,719	152,734
Investments	7	7	2
Total income and endowments	<u>180,110</u>	<u>180,110</u>	<u>152,736</u>
Expenditure on:			
Charitable activities	59,279	59,279	47,420
Other	111,723	111,723	116,376
Total resources expended	<u>171,002</u>	<u>171,002</u>	<u>163,796</u>
Net movement in funds	9,108	9,108	(11,060)
Total funds brought forward	<u>£(18,301)</u>	<u>£(18,301)</u>	<u>(7,241)</u>
Total funds carried forward	<u>£ (9,193)</u>	<u>£ (9,193)</u>	<u>£(18,301)</u>

All income and expenditure derive from continuing activities.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

DETAILED ANALYSIS OF MOVEMENTS IN FUNDS

FOR THE YEAR ENDED 31 MARCH 2020

	2020		2019	
	£	£	£	£
General Fund				
General Fund - opening balance	(18,301)		(7,241)	
Surplus/(deficit) for the year	9,108		(11,060)	
	<hr/>	(9,193)	<hr/>	(18,301)
Total funds at 31 March 2020		<hr/> <hr/> £ (9,193)		<hr/> <hr/> £(18,301)

COMPANY NUMBER: 3008942

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

BALANCE SHEET

AT 31 MARCH 2020

	Note	2020	2019
		£	£
Tangible fixed assets			
Tangible assets	7	2,569	2,029
Current assets			
Debtors	8	12,384	10,378
Bank accounts		12,852	6,922
Cash accounts		162	437
		<u>25,398</u>	<u>17,737</u>
Creditors			
Amounts falling due within one year	9	<u>37,160</u>	<u>38,067</u>
Net current liabilities		<u>(11,762)</u>	<u>(20,330)</u>
Total assets less current liabilities		<u>(9,193)</u>	<u>(18,301)</u>
Net liabilities		<u>£ (9,193)</u>	<u>£(18,301)</u>
Capital funds			
Unrestricted funds		<u>(9,193)</u>	<u>(18,301)</u>
Total funds		<u>£ (9,193)</u>	<u>£(18,301)</u>

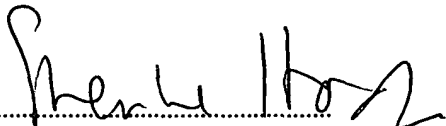
For the year ending 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

Directors' responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006. Approved by the trustees on 9th December 2020 and signed on their behalf.


.....
S. HODGES Director

The annexed notes form part of these financial statements.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1. Accounting policies

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 (as updated through Bulletin 1 published on 2 February 2016 and Update Bulletin 2 published on 5 October 2018) the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical convention (modified to include certain items at fair value). The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years unless otherwise stated.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Turnover

Turnover represents grants and fees receivable by the Company in the course of its work.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation and impairment. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	- 33% per annum reducing balance
Office equipment	- 20% per annum reducing balance

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees for particular purposes.

Leasing

Rentals payable under operating leases are charged to the income and expenditure account on a straight line basis over the period of the lease.

Pension costs

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

Grants received

Legal aid grants are recognised at fair value, and as income when the company has complied with the conditions attaching to them. Grants received before the revenue recognition criteria are satisfied are recognised as a liability.

Debtors

Known bad debts are written off and provision is made for any debtors considered to be doubtful.

Financial instruments

The charity has financial assets and liabilities that qualify as basic financial instruments. Basic financial instruments are initially recognised at cost and subsequently measured at their settlement value.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

2. Income

	Unrestricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Donation			
Donation	384	384	-
	<hr/> 384	<hr/> 384	<hr/> -
Charitable activities			
Legal Aid Agency grant	34,078	34,078	21,389
AIM receipts - private	41,991	41,991	34,010
Mediation information/assessment meeting	56,409	56,409	50,013
Child issues mediation clients	9,049	9,049	12,830
Property and finance receipts	32,844	32,844	27,097
Court forms receipts	4,413	4,413	6,870
Mediation experience receipts	935	935	525
	<hr/> 179,719	<hr/> 179,719	<hr/> 152,734
Investment income			
Bank interest receivable	7	7	2
	<hr/> 7	<hr/> 7	<hr/> 2

3. Expenditure on charitable activities

	2020 £	2020 £	2019 £
AIM mediation fees and expenses	26,901		22,129
MIAM assessment claims	32,318		25,250
Other mediation costs	60		41
	<hr/>	59,279	<hr/> 47,420
		<hr/> <hr/>	<hr/> <hr/>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

4. Other costs

	2020	2020	2019
	£	£	£
North Street expenses	22,164		22,021
Book-keeping services	2,769		2,415
Training costs	1,000		110
Insurance	1,249		1,076
Computer maintenance	4,274		5,258
Subscriptions	3,567		3,232
Publicity	-		232
Bank charges	2,658		2,031
Sundry expenses	488		645
Bad debts	65		-
Staff salaries	68,618		73,059
Employer's NIC	1,095		2,398
Employer's pension contributions	1,678		2,179
Depreciation - owned assets	1,050		745
Loss on disposal of fixed assets	48		-
Accountancy	1,000		975
	<hr/>		<hr/>
		111,723	116,376
		<hr/>	<hr/>

5. Surplus before tax

	2020	2019
	£	£
This is stated after charging:		
Accountancy	1,000	975
Depreciation of owned assets	1,050	745
Loss on disposal of fixed assets	48	-
Pension costs	1,678	2,179
	<hr/>	<hr/>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

6. Staff costs

The average number of persons employed by the company during the year was as follows:

	2020	2019
Administration	5	4
	<u>=====</u>	<u>=====</u>

The aggregate payroll costs of these persons were as follows:

	2020	2019
	£	£
Wages and salaries	68,618	73,059
Social security	1,095	2,398
Other pension costs	1,678	2,179
	<u>£71,391</u>	<u>£77,636</u>
	<u>=====</u>	<u>=====</u>

7. Tangible fixed assets

	Fixtures and Fittings £
Cost:	
At 1 April 2019	10,458
Additions	1,638
Disposals	(2,527)
	<u>9,569</u>
At 31 March 2020	
Depreciation:	
At 1 April 2019	8,429
Charge for the year	1,050
On disposals	(2,479)
	<u>7,000</u>
At 31 March 2020	
Net book value:	
At 31 March 2020	<u>£ 2,569</u>
	<u>=====</u>
At 31 March 2019	<u>£ 2,029</u>
	<u>=====</u>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

8. Debtors and prepayments

Amounts falling due within one year:

	2020	2019
	£	£
Other debtors	8,121	3,885
Prepayments	4,263	6,493
	<u>£12,384</u>	<u>£10,378</u>

9. Creditors

Amounts falling due within one year:-

	2020	2019
	£	£
Sundry creditors	25,658	25,635
VAT liability	9,505	7,848
PAYE and NIC	996	1,206
Accruals and deferred income	1,001	3,378
	<u>£37,160</u>	<u>£38,067</u>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

10. Related party transactions

Sundry creditors include loans from the directors totalling £8,000 (2019 £8,000). The directors do not receive remuneration, benefits or expenses from the charity.

11. Financial commitments

The charity had total commitments at the balance sheet date of £28,750 (2019: £43,750).

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

	2020	2019
	£	£
Turnover		
Donation	384	-
Legal Aid Agency grant	34,078	21,389
AIM receipts - private	41,991	34,010
Mediation information/assessment meeting	56,409	50,013
Child issues mediation clients	9,049	12,830
Property and finance receipts	32,844	27,097
Court forms receipts	4,413	6,870
Mediation experience receipts	935	525
Bank interest receivable	7	2
	<hr/>	<hr/>
	180,110	152,736
 Resources Expended		
Staff costs	71,391	77,636
AIM mediation fees and expenses	26,901	22,129
MIAM assessment claims	32,318	25,250
Other mediation costs	60	41
North Street expenses	22,164	22,021
Book-keeping services	2,769	2,415
Training costs	1,000	110
Insurance	1,249	1,076
Computer maintenance	4,274	5,258
Subscriptions	3,567	3,232
Publicity	-	232
Bank charges	2,658	2,031
Sundry expenses	488	645
Bad debts	65	-
Accountancy charges	1,000	975
Depreciation	1,098	745
	<hr/>	<hr/>
	(171,002)	(163,796)
 Net income over expenditure for the year	<hr/> <hr/>	<hr/> <hr/>
	£ 9,108	£ (11,060)