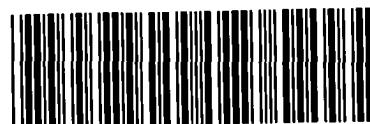


COMPANY REGISTRATION NUMBER: 4999462  
CHARITY REGISTRATION NUMBER: 1105098

**YORK FAMILY MEDIATION SERVICE  
COMPANY LIMITED BY GUARANTEE  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2018**

FRIDAY



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# **YORK FAMILY MEDIATION SERVICE**

**COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2018**

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# **YORK FAMILY MEDIATION SERVICE**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT)**

**YEAR ENDED 31 MARCH 2018**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2018.

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

<b>Registered charity name</b>	York Family Mediation Service
<b>Charity registration number</b>	1105098
<b>Company registration number</b>	4999462
<b>Principal office and registered office</b>	Bintay House 13 York Road Acomb York YO24 4LW
<b>The Trustees</b>	S Conroy H Beynon J Terry
<b>Company secretary</b>	J P Lewis Ogden
<b>Independent examiner</b>	Mr B B Davis FCA of Townends Accountants LLP Fulford Lodge 1 Heslington Lane Fulford York YO10 4HW

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

The day-to-day management of the Service is delegated to the Service Manager who runs the mediation service with six mediators and two administrative staff. She supervises the contact centres through a manager who has working to her one other member of staff and sixteen volunteers.

Responsibility for the professional training and quality of work of the mediators lies with the professional supervisor.

The Service Manager, Contact Centre Manager and the professional supervisor report to the directors at their bimonthly meetings. The chairman of the board meets the Service Manager between meetings to discuss finance, when he is joined by the treasurer (and book-keeper when appropriate), and other matters such as complaints.

The Service is affiliated to the National Family Mediation Service which lobbies on behalf of family mediation and provides advice and training for mediators.

# **YORK FAMILY MEDIATION SERVICE**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)***

**YEAR ENDED 31 MARCH 2018**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT *(continued)***

Both the supervised and supported contact centres have accreditation with the National Association of Child Contact Centres.

#### **Director Recruitment and Training**

Directors are recruited when a vacancy occurs by personal recommendation. Interviews are conducted by existing management committee members.

New directors are provided with a briefing from the chairman and the service manager and given a pack of information including the Articles of Association. Opportunities are made available to attend mediation sessions and to observe the contact centres at work. In addition directors are invited to conferences and other activities that might enhance their understanding of the work of the service.

#### **Risk Review**

As part of the preparation of the Business Plan risk assessments have been made for both the mediation service and the contact centres focusing upon funding and the uptake of the services. The Business Plan and the incorporated risk assessments have been approved by the Directors.

#### **OBJECTIVES AND ACTIVITIES**

The work of family mediation in England began over thirty years ago and the service in York was established in the early 1980s. Mediation provides a more satisfactory and lasting way to help separating couples in making arrangements for the future than the adversarial process. The Family Law Act 1996 laid statutory foundation for the work. The Child Contact Service is a more recent arm of the Service and aims to minimise the pain of family breakdown for children and to enable them to continue a loving relationship with both parents.

#### **STRATEGIC REPORT**

The following sections for achievements and performance and financial review form the strategic report of the charity.

# **YORK FAMILY MEDIATION SERVICE**

## **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)***

**YEAR ENDED 31 MARCH 2018**

#### **ACHIEVEMENTS AND PERFORMANCE**

2017/18 was a period of significant changes to the service:

- After 24 years in post, Service Manager Catharine Morris retired.
- Due to changes in personal circumstances, Contact Centre Manager Nicola Walsh moved away from York and left our employ.
- Administrator Katrina Tello moved to a post in a school with full-time hours and a holiday pattern that fitted with her family commitments.

Thanks go to all three for their dedication and commitment to the organisation and the families we work with.

A new manager was appointed at the beginning of 2018 and we were fortunate to be able to appoint a very experienced and committed manager in Carol Etherington.

The mediation aspects of the service have continued to be of high quality. Requirements from the Legal Aid Authority as part of our contract continue to require close attention and, although an audit raised some issues, we had improved significantly in obtaining evidence from clients and recording cases in a way that meets with Legal Aid requirements. This reflects the hard work and attention to detail of all staff.

As reported last year, the decision was taken to end our contract with CAFCASS for Supervised Contact both because of the increasing administrative requirements placed on us but also the increased staffing that would be required to meet new standards that were being introduced in 2018/19. This reduced our income significantly and we made use of reserves to provide time to consolidate and reconfigure our Contact Centre Services. We have recognised that there are still financial challenges for the Supported Contact services we provide.

During the year, there were major changes to mediation services nationally with many services closing. In response to this, and with the up and coming departure of our long-serving manager, Trustees undertook a review of the future options including a potential merger/amalgamation with another service in the region. Following a series of meetings with the other service, the Trustees decided not to proceed. There was a risk of losing our identity and an impact to the Child Contact Service. During the year, a lease was agreed for one of our rooms for the Crossroads organisation, which has provided us with a new income stream.

# YORK FAMILY MEDIATION SERVICE

## COMPANY LIMITED BY GUARANTEE

### TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTOR'S REPORT) *(continued)*

YEAR ENDED 31 MARCH 2018

#### FINANCIAL REVIEW

The charity has established a policy whereby the surplus funds not otherwise committed should be the equivalent of 6 months anticipated expenditure in the following financial year. The charity's liquid reserves which amount to £65,506 have been designated to support general running costs (approximately 8 months costs). We consider that the equivalent of six months resources will give York Family Mediation Services Limited sufficient funds to continue our current activities in the event of a significant reduction in funding.

The annual deficit of £10,340 was higher than the previous year and had been anticipated. 2018/19 will also show a deficit as we restructure and develop a new longer-term strategy. We agreed a pay increase to staff during the year linked to Local Government increases and increased charges to clients receiving private medication. We also increased charges to Contact Centre clients with some reluctance as we are aware that many of them have limited financial resources.

#### PLANS FOR FUTURE PERIODS

2018/19 will present a year of transition which will extend into 2019/20. We will review our administrative, HR and financial systems (payroll and bookkeeping) in both parts of the service. Re-registration for the Contact Centre will be required in 2018/19.

We anticipate the retirement of another member of the mediation administrative staff in 2018/19 and therefore need to deal with a change to the whole of the administration of the service. We will need to appoint a new Contact Centre Manager and Supervisor.

The trustees' annual report and the strategic report were approved on 17 December 2018 and signed on behalf of the board of trustees by:



J P Lewis Ogden  
Charity Secretary

# YORK FAMILY MEDIATION SERVICE

## COMPANY LIMITED BY GUARANTEE

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF YORK FAMILY MEDIATION SERVICE

YEAR ENDED 31 MARCH 2018

I report to the trustees on my examination of the financial statements of York Family Mediation Service ('the charity') for the year ended 31 March 2018.

#### RESPONSIBILITIES AND BASIS OF REPORT

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the charity'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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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 (FRS 102).

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.



Mr B B Davis FCA of Townends Accountants LLP  
Independent Examiner

Fulford Lodge  
1 Heslington Lane  
Fulford  
York  
YO10 4HW

17 December 2018

# YORK FAMILY MEDIATION SERVICE

## COMPANY LIMITED BY GUARANTEE

### STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2018

		Unrestricted funds	2018 Restricted funds	Total funds	2017 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	540	8,050	8,590	22,105
Charitable activities	6	88,352	10,746	99,098	94,794
Other trading activities	7	6,942	100	7,042	5,653
Investment income	8	196	21	217	388
<b>Total income</b>		<u>96,030</u>	<u>18,917</u>	<u>114,947</u>	<u>122,940</u>
<b>Expenditure</b>					
Expenditure on charitable activities	9,10	<u>106,571</u>	<u>18,716</u>	<u>125,287</u>	<u>125,113</u>
<b>Total expenditure</b>		<u>106,571</u>	<u>18,716</u>	<u>125,287</u>	<u>125,113</u>
<b>Net expenditure</b>		<u>(10,541)</u>	<u>201</u>	<u>(10,340)</u>	<u>(2,173)</u>
Transfers between funds		2,171	(2,171)	-	-
<b>Net movement in funds</b>		<u>(8,370)</u>	<u>(1,970)</u>	<u>(10,340)</u>	<u>(2,173)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>69,531</u>	<u>41,424</u>	<u>110,955</u>	<u>113,128</u>
<b>Total funds carried forward</b>		<u>61,161</u>	<u>39,454</u>	<u>100,615</u>	<u>110,955</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 8 to 14 form part of these financial statements.



# YORK FAMILY MEDIATION SERVICE

## COMPANY LIMITED BY GUARANTEE

### STATEMENT OF FINANCIAL POSITION

31 MARCH 2018

	Note	2018 £	£	2017 £	£
<b>CURRENT ASSETS</b>					
Debtors	14	12,063		18,546	
Cash at bank and in hand		<u>103,507</u>		<u>107,180</u>	
		115,570		125,726	
<b>CREDITORS: Amounts falling due within one year</b>	15	<u>14,955</u>		<u>14,771</u>	
<b>NET CURRENT ASSETS</b>			<u>100,615</u>		<u>110,955</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>100,615</u>		<u>110,955</u>
<b>NET ASSETS</b>			<u>100,615</u>		<u>110,955</u>
<b>FUNDS OF THE CHARITY</b>					
Restricted funds			39,454		41,424
Unrestricted funds			<u>61,161</u>		<u>69,531</u>
<b>Total charity funds</b>	17		<u>100,615</u>		<u>110,955</u>

For the year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements 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 financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 17 December 2018, and are signed on behalf of the board by:



H Beynon  
Trustee

The notes on pages 8 to 14 form part of these financial statements.

# **YORK FAMILY MEDIATION SERVICE**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2018**

#### **1. GENERAL INFORMATION**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Bintay House, 13 York Road, Acomb, York, YO24 4LW.

#### **2. STATEMENT OF COMPLIANCE**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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 (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### **3. ACCOUNTING POLICIES**

##### **(a) Basis of preparation**

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### **(b) Going concern**

There are no material uncertainties about the charity's ability to continue.

##### **(c) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### **(d) Incoming resources**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- interest is recognised when receivable by the charity.

# **YORK FAMILY MEDIATION SERVICE**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS *(continued)***

**YEAR ENDED 31 MARCH 2018**

#### **3. ACCOUNTING POLICIES *(continued)***

##### **(e) Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **(f) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

##### **(g) Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

##### **(h) Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

#### **4. LIMITED BY GUARANTEE**

The company is limited by members' guarantees and therefore has no share capital. The guarantee given by members is limited to £1.

# YORK FAMILY MEDIATION SERVICE

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2018

#### 5. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
<b>DONATIONS</b>			
Voluntary income - grants, donations	540	2,506	<b>3,046</b>
<b>GRANTS</b>			
CAFCASS	—	5,544	<b>5,544</b>
	<u>540</u>	<u>8,050</u>	<u><b>8,590</b></u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
<b>DONATIONS</b>			
Voluntary income - grants, donations	2,105	6,966	9,072
<b>GRANTS</b>			
CAFCASS	—	13,033	13,033
	<u>2,105</u>	<u>19,999</u>	<u>22,105</u>

#### 6. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Client fees	57,451	10,746	<b>68,197</b>
Legal aid agency	30,901	—	<b>30,901</b>
	<u>88,352</u>	<u>10,746</u>	<u><b>99,098</b></u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Client fees	55,704	8,803	64,507
Legal aid agency	30,287	—	30,287
	<u>85,991</u>	<u>8,803</u>	<u>94,794</u>

#### 7. OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Room hire	6,495	100	<b>6,595</b>
Sundry income	447	—	<b>447</b>
	<u>6,942</u>	<u>100</u>	<u><b>7,042</b></u>

# YORK FAMILY MEDIATION SERVICE

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2018

#### 7. OTHER TRADING ACTIVITIES *(continued)*

	Unrestricted Funds	Restricted Funds	Total Funds 2017
	£	£	£
Room hire	5,163	110	5,273
Sundry income	380	—	380
	<u>5,543</u>	<u>110</u>	<u>5,653</u>

#### 8. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2018
	£	£	£
Charities Official Investment Fund	<u>196</u>	<u>21</u>	<u>217</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2017
	£	£	£
Charities Official Investment Fund	<u>355</u>	<u>34</u>	<u>388</u>

#### 9. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2018
	£	£	£
Mediation Services	102,930	—	102,930
Homelessness Project	—	—	—
Supervised Child Contact Centre	—	14,987	14,987
Supported Child Contact Centre	—	3,729	3,729
Support costs	3,641	—	3,641
	<u>106,571</u>	<u>18,716</u>	<u>125,287</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2017
	£	£	£
Mediation Services	101,110	—	101,110
Homelessness Project	—	249	249
Supervised Child Contact Centre	—	17,167	17,167
Supported Child Contact Centre	—	3,240	3,240
Support costs	3,347	—	3,347
	<u>104,457</u>	<u>20,656</u>	<u>125,113</u>

# YORK FAMILY MEDIATION SERVICE

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2018

#### 10. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Support costs £	Total funds 2018 £	Total fund 2017 £
Mediation Services	102,930	–	102,930	101,110
Homelessness Project	–	–	–	249
Supervised Child Contact Centre	14,987	–	14,987	17,167
Supported Child Contact Centre	3,729	–	3,729	3,240
Governance costs	–	3,641	3,641	3,347
	<u>121,646</u>	<u>3,641</u>	<u>125,287</u>	<u>125,113</u>

#### 11. INDEPENDENT EXAMINATION FEES

	2018 £	2017 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>750</u>	<u>750</u>

#### 12. STAFF COSTS

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2018 £	2017 £
Wages and salaries	80,634	82,996
Employer contributions to pension plans	<u>84</u>	<u>83</u>
	<u>80,718</u>	<u>83,079</u>

The average head count of employees during the year was 15 (2017: 16). The average number of full-time equivalent employees during the year is analysed as follows:

	2018 No.	2017 No.
Office staff	4	4
Supervisors	1	1
Mediators	5	6
SCCC	3	2
YCCC	<u>2</u>	<u>3</u>
	<u>15</u>	<u>16</u>

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

#### 13. TRUSTEE REMUNERATION AND EXPENSES

No trustee received remuneration for services during the year.

# YORK FAMILY MEDIATION SERVICE

## COMPANY LIMITED BY GUARANTEE

### NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 MARCH 2018

#### 18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2018 £</b>	Total Funds 2017 £
Current assets	70,248	45,322	<b>115,570</b>	125,726
Creditors less than 1 year	<u>(9,090)</u>	<u>(5,865)</u>	<b><u>(14,955)</u></b>	<u>(14,771)</u>
<b>Net assets</b>	<u>61,158</u>	<u>39,457</u>	<b><u>100,615</u></b>	<u>110,955</u>

#### 19. RELATED PARTIES

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.