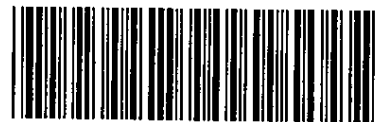


**Charity Registration No. 1120238**

**Company Registration No. 5706715 (England and Wales)**

**LAMBETH MEDIATION SERVICE**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2012**

**WEDNESDAY**



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**COMPANIES HOUSE**

# **LAMBETH MEDIATION SERVICE**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Mark Stiebel - (Chairman) Catriona Robertson Liz Urben Pauline Anguin	
<b>Chief Executive Officer</b>	Jai Jayaraman	(Resigned June 2012)
<b>Secretary</b>	Jai Jayaraman	(Resigned June 2012)
<b>Charity number</b>	1120238	
<b>Company number</b>	5706715	
<b>Principal address</b>	1 Barrhill Road London SW2 4RJ United Kingdom	
<b>Registered office</b>	1 Barrhill Road London SW2 4RJ United Kingdom	
<b>Independent examiner</b>	Leroy Reid & Co 299 Northborough Road Norbury SW16 4TR	
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue West Mailing Kent ME19 4JQ	

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# **LAMBETH MEDIATION SERVICE**

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Independent examiners' report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 13

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# **LAMBETH MEDIATION SERVICE**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2012**

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The Trustees of Lambeth Mediation Service, ( hereafter referred to as " the Charity ") present their report and the financial statements of the Charity for the year ended 31st March 2012

The accounts have been prepared in accordance with the accounting policies set out in note 1 and comply with the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

#### **Structure, governance and management**

The organisation is a charitable company, incorporated on the 13th February 2006 as a private company limited by guarantee with no share capital according to its Memorandum and Articles of Association. It became a registered charity on the 23rd February 2007 by the Charity Commission (England and Wales)

The Trustees who served during the year are,

Mark Stiebel - (Chairman)

Martin Wright

(Resigned 23 February 2012)

Catriona Robertson

Sonia Reid

(Resigned 1 April 2012)

Lavinia Shaw-Brown

(Resigned 1 April 2012)

Liz Urben

Pauline Anguin

Appointment of trustees is governed by the Trust Deed of the Charity. The Board of Trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee. All new trustees are inducted by both the Chair and the Chief Executive and provided with a pack containing the organisation's constitution, the business plan, the previous year's annual report and a copy of the Charity Commission leaflet "The Essential Trustee: What You Need to Know"

Lambeth Mediation Service has a management committee of up to fifteen members who meet regularly and are responsible for the strategic direction and policy of the Charity. At present the committee has six members from a variety of professional backgrounds relevant to the work of the Charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the central management team headed by the Chief Executive. The Chief Executive has overall operational accountability for LMS to the management committee. The CEO has joint responsibilities with the management committee for defining and implementing strategies, developing new projects for the service and for obtaining the funds necessary for the service to continue. Reporting directly to the Chief Executive is the Service Co-ordinator who has responsibility for day to day operational service delivery, staff management, volunteer recruitment and support.

The administrative officer and caseworker carry out the work in conjunction with the Service Co-ordinator on a daily basis.

#### **Risk management and risk relating to service delivery**

During 2011-12, the activities of the Charity have been at a level at which it has been possible for the Trustees to oversee everything being done. In so doing, due caution was exercised in decision making that would ensure the financial viability.

#### **Safeguarding of assets**

The Management Committee is also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The assets of the Charity, which includes computers and equipment and office furniture are adequately insured.

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# **LAMBETH MEDIATION SERVICE**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

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### **Precautionary policies in relation to risk**

The Charity holds professional indemnity and employer's liability insurance to cover any claims on mediators and staff arising from service delivery. A backup system is in place for the purpose of retrieving client's details in case of loss or damage to computers. Measures are in place for dealing with emergencies such as an outbreak of fire and the Charity has in place a health and safety policy.

### **Objectives and activities**

To promote for the public benefit, predominantly but not exclusively in the London Borough of Lambeth and with a view to preservation of public order, the provision of services directed towards mediation and conciliation between persons, organisations and groups who are involved in dispute or inter-personal conflict where that dispute or conflict results from or may lead to acts of nuisance, vandalism, racial abuse or breach of peace.

To advance the education of the public, especially in the London Borough of Lambeth, in methods of such mediation and conciliation and in particular, the nature and causes of such dispute and means of managing it.

The policy of the Charity continues to be to seek additional finance and support to continue to run the organisation and to provide mediation service.

Volunteers enable mediation services to be delivered, by acting as visitors and mediators.

Our updated strategic plan continues to provide the context and focus of our activities and defines our strategic objectives as,

#### **(1) Sustainability**

We continue to move forward a model of funding that allows us to plan for the long-term and provides for a sustainable organisation contributing to conflict resolution and social cohesion in the London Borough of Lambeth. This will give us the platform to achieve our vision and mission. By sustainability we mean generating income from our own activities to make us less reliant on trusts and other grant givers, and also improving the planning, capacity and governance of the organisation.

#### **(2) Role and reputation**

We aim to position ourselves as voluntary sector consultants of conflict and the first choice of individuals, statutory bodies and other organisations in the Borough requiring community conflict resolution skills.

#### **(3) Building peace in the community**

We aim to contribute to the wellbeing of the community by empowering community members to resolve conflicts peacefully and to diversify our services where we have a core competence and there is an evidenced need.

### **Achievements and performance**

#### **Community mediation**

Mediation is delivered predominantly through the use of volunteers and in the last financial year we dealt with 92 cases and 194 clients. 61% referrals were from Lambeth Living with majority of the remainder received from six registered social landlords and 8% from Community Safety. The two main causes of the dispute were similar to the previous year - Noise (54%) and Harassment (5%).

We continued to expand our skills and delivered different kinds of mediation on paid and charitable basis. This includes running conflict surgeries for tenants in each of the Lambeth Living Housing areas. We have delivered a number of workshops to organisations using techniques such as appreciative enquiry as well as delivering conflict resolution training to housing associations.

# **LAMBETH MEDIATION SERVICE**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

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### **Peace ambassadors**

In 2011, as a response to the summer riots, our LMS Peace Ambassadors organised and co-facilitated with LMS community mediators, a dialogue event for members of the Lambeth community to talk about their experience of the riots. Sixty (60) people came to the meeting to discuss the causes and effects of the riots.

### **Schools work**

LMS has continued its commitment to work in schools but the level of activity has been limited by lack of funding. Activities have included running workshops on conflict resolution in one secondary school.

### **Financial review**

The total income of the Charity, generated from all sources amounted to £111,597 (2011 - £155,823) and report a deficit of £7,882 when compared to a surplus of £6,648 in 2011. There was a reserves of £136,826 (2011 - £144,708) to be carried forward.

The management committee has examined the Charity's requirements for reserves in the light of the main risks to the organisation. It has established a policy whereby 3 months of reserves exist at all times.

Further funding will be essential to prevent subsequent depletion of reserves and to enable the service to continue. Going forward, we will need to supplement grant income by providing services for a fee.

At present the trustees believe the financial position of the organisation to be reasonably satisfactory, however the Trustees consider the build up of reserves to be of primary importance for the sustainability of the organisation. The organisation is seeking funding on a project by project basis and will review its commitment to projects in the light of prospective funding every 3 months.

Under the governing charity constitution, the Trustees have the power to make any investments which they see fit. The Trustees have considered the most appropriate policy for investing funds, and have decided to maintain funds in an interest-bearing account. The average returns on Charity Aid Foundation accounts show 3%.

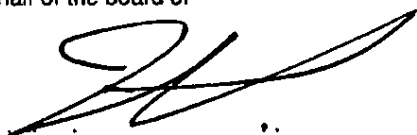
### **Disclosure of information to independent examiner**

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the independent examination, but of which the examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the examiners are aware of such information.

### **Independent examiner**

A resolution proposing that Leroy Reid & Co be reappointed as the independent examiner of the company will be put to the members at the next Annual General Meeting.

On behalf of the board of



**Mark Stiebel**  
Trustee

5/12/12.

**Dated**

# LAMBETH MEDIATION SERVICE

## INDEPENDENT EXAMINER'S REPORT

### TO THE MEMBERS OF LAMBETH MEDIATION SERVICE

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We have examined the financial statements on pages 9 to 14 for the year ended 31st March 2012 which have been prepared under the accounting policies set out on pages 9

#### Respective responsibilities of and examiner

As the Charity's Trustees, you are responsible for the preparation of the accounts, you consider that the audit requirements of Section 43 (2) of the Charities Act 1993 (the Act) do not apply, and that an independent examination is needed. It is our responsibility to examine the accounts under section 43(3) a of the Act and to state, on the basis of procedures specified in the General Directions of the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to our attention

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to

- (i) examine the accounts under section 145 of the 2011 Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- (iii) to state whether particular matters have come to our attention

#### Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

#### Independent examiner's statement

- (a) which gives us reasonable cause to believe that in any material respect the requirements
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities,
- (b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

  
Leroy Reid & Co  
Chartered Certified Accountant and Statutory Auditors  
299 Northborough Road  
London  
SW16 4TR

  
Dated

# LAMBETH MEDIATION SERVICE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2012

	Notes	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
<b><u>Incoming resources from generated funds</u></b>					
Donations and legacies	2	15,527	-	15,527	13,695
Investment income	3	190	-	190	248
		15,717	-	15,717	13,943
Incoming resources from charitable activities	4	35,880	60,000	95,880	141,880
<b>Total Incoming resources</b>		<b>51,597</b>	<b>60,000</b>	<b>111,597</b>	<b>155,823</b>
<b><u>Resources expended</u></b>					
<b>Charitable activities</b>					
Community, Peer Mediation and Cohesion		8,430	64,254	72,684	64,369
Fundraising and Sustainability		22,479	1,215	23,694	22,502
School Conflict Resolution		-	8,430	8,430	11,473
Overheads		1,383	9,113	10,496	39,651
<b>Total charitable expenditure</b>		<b>32,292</b>	<b>83,012</b>	<b>115,304</b>	<b>137,995</b>
Governance costs		4,175	-	4,175	11,180
<b>Total resources expended</b>		<b>36,467</b>	<b>83,012</b>	<b>119,479</b>	<b>149,175</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>15,130</b>	<b>(23,012)</b>	<b>(7,882)</b>	<b>6,648</b>
Fund balances at 1 April 2011		121,696	23,012	144,708	138,060
<b>Fund balances at 31 March 2012</b>		<b>136,826</b>	<b>-</b>	<b>136,826</b>	<b>144,708</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

None of the Charity's activities were acquired or discounted during the period.

There were no recognised gains or losses for 2011 or 2012 other than those included in the Statement of Financial Activities

The notes on pages 9 to 14 form part of these accounts



# LAMBETH MEDIATION SERVICE

## BALANCE SHEET

AS AT 31 MARCH 2012

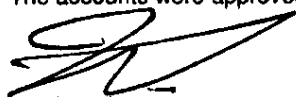
	Notes	2012 £	£	2011 £	£
<b>Fixed assets</b>					
Tangible assets	9		548		820
<b>Current assets</b>					
Debtors	10	60,500		60,000	
Cash at bank and in hand		84,250		91,181	
		<u>144,750</u>		<u>151,181</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(8,472)</u>		<u>(7,293)</u>	
<b>Net current assets</b>			<u>136,278</u>		<u>143,888</u>
<b>Total assets less current liabilities</b>			<u><u>136,826</u></u>		<u><u>144,708</u></u>
<b>Income funds</b>					
Restricted funds			-		23,012
<b>Unrestricted funds</b>			<u>136,826</u>		<u>121,696</u>
			<u><u>136,826</u></u>		<u><u>144,708</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2012. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company

The accounts were approved by the Board on

5<sup>th</sup> December 2012



**Mark Stiebel**  
Trustee

**Company Registration No. 5706715**

The notes on pages 9 to 14 form part of these accounts

# LAMBETH MEDIATION SERVICE

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2012

---

#### 1 Accounting policies

##### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006

##### 1.2 Incoming resources

All incoming resources are included in the statement of financial activities when the Charity is 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 and donations are included in incoming resources when they are receivable, except when the donors specify that they must be used in future accounting periods or donors conditions have not been fulfilled, then the income is deferred. The income for fundraising ventures is shown gross, with the associated costs included in fundraising costs

Grants, 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

Donated assets are included at the value to the Charity where these can be quantified

##### 1.3 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates

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

##### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. 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 Software	33 33% reducing balance
Computer Hardware	33 33% reducing balance
Office Equipment	33 33% reducing balance

# LAMBETH MEDIATION SERVICE

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

### 2 Donations and legacies

	2012 £	2011 £
Donations and gifts	<u>15,527</u>	<u>13,695</u>
<b>Donations and gifts</b>		
Unrestricted funds		
Donations	77	1,745
Housing Association	15,450	11,950
	<u>15,527</u>	<u>13,695</u>

### 3 Investment income

	2012 £	2011 £
Interest receivable	<u>190</u>	<u>248</u>

### 4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Grants Receivable	<u>35,880</u>	<u>60,000</u>	<u>95,880</u>	<u>141,880</u>
Included within income relating to grants receivable are the following grants				
London Borough of Lambeth			35,880	35,880
Tudor Trust			-	10,000
Lloyds TSB Trust			-	20,000
The Monument Trust			60,000	60,000
The Wates Foundation			-	10,000
City Bndge Trust			-	6,000
			<u>95,880</u>	<u>141,880</u>

# LAMBETH MEDIATION SERVICE

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

### 5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2012 £	Total 2011 £
<b>Charitable activities</b>					
<u>Community, Peer Mediation and Cohesion</u>					
Activities undertaken directly	68,430	-	4,254	72,684	64,369
<u>Fundraising and Sustainability</u>					
Activities undertaken directly	22,479	-	1,215	23,694	22,502
<u>School Conflict Resolution</u>					
Activities undertaken directly	8,430	-	-	8,430	11,473
<u>Overheads</u>					
Activities undertaken directly	-	-	10,496	10,496	39,651
	<b>99,339</b>	<b>-</b>	<b>15,965</b>	<b>115,304</b>	<b>137,995</b>
<b>Governance costs</b>	<b>-</b>	<b>272</b>	<b>3,903</b>	<b>4,175</b>	<b>11,180</b>
	<b>99,339</b>	<b>272</b>	<b>19,868</b>	<b>119,479</b>	<b>149,175</b>

### Governance costs comprises the following;

	2012 £	2011 £
Legal and professional	518	1,142
Other	-	5,280
Book-keeper	2,333	3,094
Examiners fees	1,012	1,224
Bank charges	39	35
Depreciation	272	405
	<b>4,174</b>	<b>11,180</b>

# LAMBETH MEDIATION SERVICE

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

#### 6 Activities undertaken directly

	2012 £	2011 £
Other costs relating to community,peer mediation and cohesion comprise		
Salaries and wages	-	64,369
Recruitment	140	-
Marketing	17	-
Volunteer expenses	530	-
Volunteer gift	10	-
Volunteer training	1,989	-
Volunteers events	557	-
Room hire	1,011	-
	<b>4,254</b>	<b>64,369</b>
Other costs relating to fundraising and sustainability comprise		
Course development	280	317
Marketing	935	-
Salaries and wages	-	22,185
	<b>1,215</b>	<b>22,502</b>
Other costs relating to school conflict resolution comprise		
Salaries and wages	-	8,320
Training	-	2,389
Post training events	-	498
Course delivery	-	266
	-	<b>11,473</b>
Other costs relating to overheads comprise		
AGM,annual report and leaflets	1,383	1,503
Office rental	2,924	1,500
Postage	432	492
Printing and stationery	387	756
Telephone	1,814	1,560
IT computer maintenance	1,592	1,029
Travel and subsistence	703	467
Membership	190	342
Conference expenses	-	84
Sundry expenses	288	141
Training and development	-	465
Fundraising	-	400
Insurance	783	735

# LAMBETH MEDIATION SERVICE

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

### 6 Activities undertaken directly

(continued)

	10,496	9,474
<b>7 Governance costs</b>	2012	2011
	£	£
Other governance costs comprise		
Legal and professional	518	1,142
Other	-	5,280
Book-keeper	2,333	3,094
Examiners fees	1,012	1,224
Bank charges	39	35
Depreciation	272	405
	<b>4,174</b>	<b>11,180</b>

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was

	2012 Number	2011 Number
Direct charitable work	6	6
Management and administration	1	1
	<b>7</b>	<b>7</b>

#### Employment costs

	2012 £	2011 £
Wages and salaries	90,721	108,581
Employer NIC costs	8,618	10,936
	<b>99,339</b>	<b>119,517</b>

There were no employees whose annual remuneration was £60,000 or more

# LAMBETH MEDIATION SERVICE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

### 9 Tangible fixed assets

	Computer Software	Computer Hardware	Office Equipment	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2011 and at 31 March 2012	563	7,578	375	8,516
<b>Depreciation</b>				
At 1 April 2011	532	6,801	363	7,696
Charge for the year	10	258	4	272
<b>At 31 March 2012</b>	<b>542</b>	<b>7,059</b>	<b>367</b>	<b>7,968</b>
<b>Net book value</b>				
At 31 March 2012	21	519	8	548
At 31 March 2011	31	777	12	820

### 10 Debtors

	2012 £	2011 £
Trade debtors	60,500	60,000

### 11 Creditors: amounts falling due within one year

	2012 £	2011 £
Taxes and social security costs	4,534	2,406
Other creditors	2,926	3,662
Accruals	1,012	1,225
	<b>8,472</b>	<b>7,293</b>

## LAMBETH MEDIATION SERVICE

### NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2012**

---

**12 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2012 are represented by			
Tangible fixed assets	548	-	548
Current assets	144,750	-	144,750
Creditors amounts falling due within one year	(8,472)	-	(8,472)
	<u>136,826</u>	<u>-</u>	<u>136,826</u>