

REGISTERED COMPANY NUMBER: 05706715 (England and Wales)
REGISTERED CHARITY NUMBER: 1120238

TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017
FOR
LAMBETH MEDIATION SERVICE

Leroy Reid & Co
Chartered Certified Accountants
and Registered Auditors
299 Northborough Road
Norbury
London
SW16 4TR

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LAMBETH MEDIATION SERVICE
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FOR THE YEAR ENDED 31 MARCH 2017

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LAMBETH MEDIATION SERVICE
REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2017

TRUSTEES

Ms Charis Beverton
Mr John Fisher
Mr James Glennon
Mr Rodrigo Lodwick
Ms Sonia Reid
Ms Elizabeth Urben
Ms Lilma May Braithwaite (appointed 25.5.16)
Ms Jackie Elliman (appointed 17.5.17)
Ms Nazneen Malik (appointed 29.6.17)
Mr Chris Smith (appointed 17.5.17)

REGISTERED OFFICE

1 Barhill Road
London
SW2 4RJ

REGISTERED COMPANY NUMBER 05706715 (England and Wales)

REGISTERED CHARITY NUMBER 1120238

INDEPENDENT EXAMINER

Leroy Reid & Co
Chartered Certified Accountants
and Registered Auditors
299 Northborough Road
Norbury
London
SW16 4TR

TRUSTEES' REPORT
for the Year Ended 31 March 2017

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 2017. The trustees have adopted the provisions of 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 (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

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.

Policy

The policy of the Charity continues to be to seek additional finance and support in order to maintain the organisation and its work in mediation and conflict resolution services.

Volunteers are vital to the service and enable the Charity to deliver mediation and conflict resolution services in the community by acting as visitors, mediators and facilitators.

Significant activities

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

(1) Sustainability

We continue to move towards a model of funding that allows us to plan for the long-term and provide for a sustainable organisation that contributes to conflict resolution and social cohesion in Lambeth. This gives us the platform to achieve our vision and mission. We aim to become sustainable by generating income from our activities and thereby, making the Charity less reliant on trust funds and other grant givers. In addition to this, improved strategic planning and governance ensures that the Charity is able to plan ahead and manage its resources effectively.

(2) Role and Reputation

We aim to position ourselves as leading voluntary sector consultants in conflict prevention and resolution services in the community. We aim to be the first choice service for individuals, statutory bodies and other organisations in the borough.

(3) Building Peace in the Community

We aim to contribute to the wellbeing of the community by empowering its members to resolve conflict peacefully and to diversify our services, where possible, to meet such needs.

In the coming year we will review our Strategic Plan to ensure it provides the Charity with a sound direction for the future based on current staffing.

Lambeth Mediation Service

TRUSTEES' REPORT **for the Year Ended 31 March 2017**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Community Mediation

Resolving conflict between neighbours continued to be our main area of activity. We received 44 referrals and worked with over 150 clients. The majority of cases were referred by Lambeth Housing Management (90%). Cases were also referred by London and Quadrant, Social Services and self referrals (10%).

As in previous years the main presenting issue is noise (77%). Other issues were boundaries, children and pets (6%), communication and money issues (6%), harassment, threatening behaviour and anti social behaviour (11%).

We continued to run Conflict Surgeries at the Council's three neighbourhood offices - north, central and south. In a Conflict Surgery, Lambeth residents can talk to the Charity in confidence about any dispute they may have. This one-to-one meeting enables residents to explore options open to them in dealing with conflict, including mediation, consider how to improve communications and relationships and develop coping strategies.

FINANCIAL REVIEW

Financial position

Total income in the year was £56,749 (2016 £71,001) and total expenditure was £40,217 (2016 £76,747), resulting in a year-end surplus of £16,262 (2016 deficit of £5,746). Total reserves at the year-end were £114,371 (2016 £98,109).

In challenging times, Lambeth Mediation successfully turned its financial position around, and although income continued to decline (down by £14,190), cost savings of £36,530 ensured that the charity ended the year with a surplus. Cost savings were largely achieved through a reduction in staff numbers. In the light of our aim to diversify our funding base in future, it is likely that more staff resources will be recruited, but the intention would be to ensure that any new post is self-financing, and that we will again achieve a small surplus in 2017-18 and beyond.

Principal funding sources

The principal funding source is income generated from providing mediation services throughout the London Borough of Lambeth under service agreements with Lambeth Housing Management and London and Quadrant Housing Association.

Reserves policy

The Trustees have examined the Charity's requirements for reserves in light of the main risks to the organisation and have decided to maintain reserves equal to a minimum of three months operating costs, plus any cost that would be involved with closure (such as redundancy payments). Reserves are currently well above this level, and in the extremely challenging environment facing the Charity, the Trustees have determined that it is prudent to maintain this significant cushion for the foreseeable future.

FUTURE PLANS

The Trustees have identified key areas of service delivery and development for the future. We will maintain and strengthen our service delivery into the community. We will explore further opportunities for partnership work and the promotion of the use of mediation in resolving disputes.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

Lambeth Mediation Service is a charitable company limited by guarantee, incorporated on 13 February 2006. The company is governed by its Memorandum and Articles of Association. It was registered as a charity with the Charity Commission on 25 July 2007.

LAMBETH MEDIATION SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

Lambeth Mediation Service has a Board of Trustees of up to fifteen members, who are responsible for the strategic direction, policy and performance of the Charity. At present, the Board has ten members from a variety of professional backgrounds who meet regularly and assist in the management and development of the Charity.

The 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 including those arising through the resignation or death of an existing Trustee. Trustees generally come from the organisation's existing pool of volunteers or from sympathetic organisations with whom we work: vacancies and details of the process for applying to become a Trustee are circulated, with appointments agreed at the Annual General Meeting.

All new trustees are inducted by the Chair with a pack containing the organisation's Constitution, the Business Plan, the previous year's Annual Report and a copy of the Charity Commission's leaflet "The Essential Trustee: what you need to know".

Risk management

Service Delivery

During 2016-17 the activities of the Charity were overseen by the Managing Director until August 2016 on a daily basis. Since then the Service Co-ordinator has had the daily responsibility. The Trustees received reports on service delivery, performance, outcomes and the financial position of the Charity at every meeting. This enabled the Trustees to ensure due caution was exercised in planning and delivering services, that proper risk assessment and management procedures were in place and for ensuring the financial viability of the Charity.

Safeguarding Assets


The Trustees are responsible for safeguarding the assets of the Charity and for taking all reasonable steps for the prevention and detection of fraud and other irregularities. The assets of the Charity are adequately insured

Precautionary Policies

The Charity has Professional Indemnity and Employer's Liability Insurance in place to cover any claims on mediators and staff arising from service delivery. A backup system is in place for the purpose of retrieving clients' 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 a Health and Safety policy in force.

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

Approved by order of the board of trustees on 13 December 2017 and signed on its behalf by:


Ms Elizabeth Urban - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
LAMBETH MEDIATION SERVICE**

We report on the accounts for the year ended 31 March 2017 set out on pages six to fourteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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

- examine the accounts under Section 145 of the 2011 Act
- 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
- to state whether particular matters have come to my attention.

Basis of the 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 statements below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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 (FRS 102) (effective 1 January 2015)

have not been met; or

- (2) 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

Leroy Reid & Co
Chartered Certified Accountants
and Registered Auditors
299 Northborough Road
Norbury
London
SW16 4TR

Date: 14/12/2017

LAMBETH MEDIATION SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted fund £	Restricted fund £	2017 Total funds £	2016 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	955	-	955	600
Charitable activities	4				
Charitable activities		52,485	-	52,485	67,049
Investment income	3	120	-	120	299
Other income		2,919	-	2,919	3,053
Total		56,479	-	56,479	71,001
EXPENDITURE ON					
Charitable activities	5				
Charitable activities		40,217	-	40,217	76,747
NET INCOME/(EXPENDITURE)		16,262	-	16,262	(5,746)
RECONCILIATION OF FUNDS					
Total funds brought forward		98,109	-	98,109	103,855
TOTAL FUNDS CARRIED FORWARD		114,371	-	114,371	98,109

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

LAMBETH MEDIATION SERVICE
STATEMENT OF FINANCIAL POSITION
AT 31 MARCH 2017

	Notes	2017 £	2016 £
FIXED ASSETS			
Tangible assets	11	70	107
CURRENT ASSETS			
Debtors	12	23,530	5,810
Cash at bank and in hand		92,226	98,732
		<u>115,756</u>	<u>104,542</u>
CREDITORS			
Amounts falling due within one year	13	(1,455)	(6,540)
NET CURRENT ASSETS		<u>114,301</u>	<u>98,002</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>114,371</u>	<u>98,109</u>
NET ASSETS		<u><u>114,371</u></u>	<u><u>98,109</u></u>
FUNDS	15		
Unrestricted funds		<u>114,371</u>	<u>98,109</u>
TOTAL FUNDS		<u><u>114,371</u></u>	<u><u>98,109</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

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 prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 13 December 2017 and were signed on its behalf by:


Ms Elizabeth Urban -Trustee

The notes form part of these financial statements

LAMBETH MEDIATION SERVICE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2017

	Notes	2017 £	2016 £
Cash flows from operating activities:			
Cash generated from operations	1	(6,626)	10,317
Net cash provided by (used in) operating activities		<u>(6,626)</u>	<u>10,317</u>
Cash flows from investing activities:			
Interest received		120	299
Net cash provided by (used in) investing activities		<u>120</u>	<u>299</u>
Change in cash and cash equivalents in the reporting period		<u>(6,506)</u>	<u>10,616</u>
Cash and cash equivalents at the beginning of the reporting period		<u>98,732</u>	<u>88,116</u>
Cash and cash equivalents at the end of the reporting period		<u><u>92,226</u></u>	<u><u>98,732</u></u>

The notes form part of these financial statements

LAMBETH MEDIATION SERVICE

NOTES TO THE STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2017

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2017	2016
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	16,262	(5,746)
Adjustments for:		
Depreciation charges	37	55
Interest received	(120)	(299)
(Increase)/decrease in debtors	(17,720)	12,621
(Decrease)/increase in creditors	(5,085)	3,686
	<u>(6,626)</u>	<u>10,317</u>
Net cash provided by (used in) operating activities	<u>(6,626)</u>	<u>10,317</u>

LAMBETH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

TANGIBLE FIXED ASSETS

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

Fixtures and fittings	-	33% on reducing balance
Computer equipment	-	33% on reducing balance

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.

2. DONATIONS AND LEGACIES

	2017	2016
	£	£
Donations	955	600

3. INVESTMENT INCOME

	2017	2016
	£	£
Deposit account interest	120	299

LAMBETH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

4. INCOME FROM CHARITABLE ACTIVITIES

	2017	2016
	Charitable activities	Total activities
	£	£
Community Mediation	35,880	35,880
Mediation services	7,605	7,605
Neighbourhood & Restoration Justice Panels	-	9,850
Community Safety Panels	6,750	12,614
Community Trust Housing	2,250	-
Workplace Mediation	-	1,100
	<u>52,485</u>	<u>67,049</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs	Totals
	(See note 6)	(See note 7)	
	£	£	£
Charitable activities	<u>39,013</u>	<u>1,204</u>	<u>40,217</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2017	2016
	£	£
Staff costs	30,316	62,532
Office rent	3,600	3,600
Insurance	763	625
Telephone	1,409	2,002
Printing, postage and stationery	446	1,058
Publicity & Promotion	-	1,575
Sundries	919	249
Travel	27	137
Recruitment	-	421
Volunteer cost	570	545
Events, venue costs and equipment	143	136
Legal & Professional fees	-	41
IT Maintenance	544	77
Bank charges	39	42
Bookkeeping and payroll	-	2,347
Membership	50	140
Fine and penalty	150	-
Depreciation	37	55
	<u>39,013</u>	<u>75,582</u>

7. SUPPORT COSTS

	Other
	£
Charitable activities	<u>1,204</u>

Support costs, included in the above, are as follows:

LAMBETH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

7. SUPPORT COSTS - continued

Other

	2017 Charitable activities £	2016 Total activities £
Examiners fees	1,033	1,020
AGM and Committee cost	171	145
	<u>1,204</u>	<u>1,165</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2017 £	2016 £
Depreciation - owned assets	37	55
	<u>37</u>	<u>55</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

10. STAFF COSTS

	2017 £	2016 £
Wages and salaries	30,316	62,532
	<u>30,316</u>	<u>62,532</u>

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

	2017	2016
Direct charitable work	1	2
Management and administration	-	1
	<u>1</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

LAMBETH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2016 and 31 March 2017	375	8,141	8,516
DEPRECIATION			
At 1 April 2016	374	8,035	8,409
Charge for year	-	37	37
At 31 March 2017	374	8,072	8,446
NET BOOK VALUE			
At 31 March 2017	1	69	70
At 31 March 2016	1	106	107

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Other debtors	23,530	5,728
Prepayments	-	82
	<u>23,530</u>	<u>5,810</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Social security and other taxes	148	1,367
Other creditors	287	553
Accrued expenses	1,020	4,620
	<u>1,455</u>	<u>6,540</u>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted fund £	2017 Total funds £	2016 Total funds £
Fixed assets	70	-	70	107
Current assets	115,756	-	115,756	104,542
Current liabilities	(1,455)	-	(1,455)	(6,540)
	<u>114,371</u>	<u>-</u>	<u>114,371</u>	<u>98,109</u>

LAMBETH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017

15. MOVEMENT IN FUNDS

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted funds			
General fund	98,109	16,262	114,371
TOTAL FUNDS	<u>98,109</u>	<u>16,262</u>	<u>114,371</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	56,479	(40,217)	16,262
TOTAL FUNDS	<u>56,479</u>	<u>(40,217)</u>	<u>16,262</u>

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

LAMBETH MEDIATION SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	2017 £	2016 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	955	600
Investment income		
Deposit account interest	120	299
Charitable activities		
Community Mediation	35,880	35,880
Mediation services	7,605	7,605
Neighbourhood & Restoration Justice Panels	-	9,850
Community Safety Panels	6,750	12,614
Community Trust Housing	2,250	-
Workplace Mediation	-	1,100
	<hr/> 52,485	<hr/> 67,049
Other income		
Other income	2,919	3,053
	<hr/>	<hr/>
Total incoming resources	56,479	71,001
 EXPENDITURE		
Charitable activities		
Wages	30,316	62,532
Office rent	3,600	3,600
Insurance	763	625
Telephone	1,409	2,002
Printing, postage and stationery	446	1,058
Publicity & Promotion	-	1,575
Sundries	919	249
Travel	27	137
Recruitment	-	421
Volunteer cost	570	545
Events, venue costs and equipment	143	136
Legal & Professional fees	-	41
IT Maintenance	544	77
Bank charges	39	42
Bookkeeping and payroll	-	2,347
Membership	50	140
Fine and penalty	150	-
Fixtures and fittings	-	1
Computer equipment	37	54
	<hr/> 39,013	<hr/> 75,582
 Support costs		

This page does not form part of the statutory financial statements

LAMBETH MEDIATION SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	2017 £	2016 £
Other		
Examiners fees	1,033	1,020
AGM and Committee cost	171	145
	<hr/>	<hr/>
	1,204	1,165
	<hr/>	<hr/>
Total resources expended	40,217	76,747
	<hr/>	<hr/>
Net income/(expenditure)	16,262	(5,746)
	<hr/>	<hr/>

This page does not form part of the statutory financial statements