



**The Queen's Award
for Voluntary Service**

WEST SUSSEX MEDIATION SERVICE

ANNUAL REPORT

2020/21

**Park House
North Street
Horsham
West Sussex
RH12 1RN**

Tel: 0300 200 0025

Email: info@wsms.org.uk

Web: www.wsms.org.uk

Twitter: @mediation1

Facebook: www.facebook.com/westsussexmediationservice

Instagram: [westsussexmediation](https://www.instagram.com/westsussexmediation)



CONTENTS

	Page
Those involved in the charity (2020/21)	2
Chairman's Review	3
Co-ordinator's Report	4
Picture memories (2020/21)	5
Extracts from the year	6
Outcomes	7
Statistics	8-10
Referrals by Local Authority Area	11
Income/Expenditure sheets	12-14
Acknowledgements	15

MANAGEMENT COMMITTEE MEMBERS – 2020/21

Our thanks go to our dedicated team of volunteers and mediators who, during the year reported, continued to give their free time and skills in helping to resolve conflict in the community. They include:

Officers

Nicola Wiltshire (now Neal-Smith - Trustee) – elected Chair at AGM
Will Adler – Chair (Stood down at AGM)
Allan Gee - Hon. Treasurer (Stood down at AGM)
Simon Cunningham – Hon. Treasurer (elected at AGM)
Paul Minter – Secretary (Resigned 14/09/20)
Monica Hill (Trustee – elected as Secretary at AGM)

Members

Samantha Bertie (Trustee)
David Sheldon (Trustee)
Sue Davies (Trustee) – resigned at AGM
Bimal Desai (Trustee – elected at AGM)

Staff

Nick Handley	Service Co-ordinator
Karen Trushaden	Family Caseworker
Christine Willmington	Caseworker (part-time)
Tina Skilton	Caseworker
Diane Whelan	Caseworker (part-time)

Mediators

Alex	Dorrie	Lesley	Nigel	Talitha
Alexandra	Elspeth	Louise	Pam Paul H	Tina
Andrew	Eva	Liz	Peter	Theodora
Angie	Fiona H	Lynn	Richard	Uschi
Amanda	Fiona M	Marie	Richard B	Zyad
Anne D	Ginette	Malcolm	Robert	
Anne S	Hazel	Marianne	Rocky	
Antony	Heather	Martin	Ruth	
Ben	James	Mary C	Sally	
Bob	Jennie	Monica	Sarah	
Charlotte	Jeremy	Natalie	Serena	
Christine H	Jo	Nick H	Siobhan	
Christine W	John G	Nick S	Sue D	
David	Julie S	Nick W	Susan	
Dominique	Juliette	Nicky A	Suzanne	

Other Volunteers

David Chubb (IT/Data Protection/Stats)
Sushma Clark (External Examiner - accounts)
Della Edwards (PR/Publicity)
Dave Powell (Photography)
Dave Owen (Fundraising)
Michele Ransom (Fundraising)

Chair's Review

I am pleased to present my review as Chair of the Charity in the 2020-21 Annual Report and Accounts.

Overall, our accounts this year show a loss of circa £4.7k, however our position would have been one of breaking-even had it not been for several outstanding invoices at the end of the accounting period. This performance is broadly in line with previous years, which is a tremendous achievement considering the ongoing impacts of the Coronavirus pandemic. Furthermore, our major funders have continued to support the Charity in 2020-21, which is a real testament to the value of our service.

As in previous years, the Sussex Police and Crime Commissioner provided close to 25% of our core funding. We remain extremely grateful to them for their continued support and encouragement. Whilst income from paid services was lower than previously seen, primarily due to the impact of the pandemic, an increase in funding was seen from grants and trusts. However, it is worth noting that available funding from some key donors is reducing, a trend that is likely to continue over the coming years.

Against what has been an extremely challenging landscape, our Service Co-Ordinator, Nick Handley, has worked tirelessly to continue to generate income and funding for our charity. I would like to express my gratitude to Nick for his continued commitment, hard work and for deploying agile thinking in pursuing new funding opportunities through different trust applications and grant bids. Also, through his close working with local councils, to help mitigate the decrease in income from our paid services.

Looking forward, the Trustee Board, along with our Service Co-Ordinator, are working hard to protect the charity from future risk exposure due to a lack of funding from donors, also addressing the decrease in income from our paid services. Much work has already been undertaken, and is ongoing, to consider our broader fundraising strategy, and how we can drive referrals of Family and Workplace mediations through targeted marketing.

The impact of the Coronavirus pandemic on the Charity has continued to be significant. All staff continued working from home and mediations took place on video conferencing media. I would like to express my thanks to all our staff and mediators for their adaptability and perseverance over this accounting period. Our charity is nothing without our people, and the commitment of our core base of staff, mediators and volunteers remains strong, which has been inspiring to see. I am very grateful to everyone for their contributions. I would also like to express my thanks to every one of our donors, both large and small. Your funding is vital in enabling us to offer our service.

In January 2021, Will Adler (Chair) and Sue Davies have said 'goodbye' to the Trustee board having reached the end of their term. However, we were fortunate to welcome Debbie Sanders to the Trustee Board early in the year. My thanks go to all my Trustee colleagues, both past and present, for their considerable time, skills and experience given freely to the Charity. My thanks also to our external auditor who provides a full examination of our accounts each year.

Nicky Neal-Smith (nee Wiltshire)
Chair

Co-ordinator's Report

2020/21 was a very different year for the charity but I think we can be proud of the way we dealt with the challenges presented. The Coronavirus pandemic hit the UK in January 2020 and we went into lockdown on 23rd March, right at the end of our financial year prior to the one being reported.

Fortunately, our charity was well prepared for moving to remote working. We already had a Voice Over Internet Protocol (VOIP) phone system in place. This allowed us to move our physical phones easily to a home setting and make use of Horizon Collaborative software to enable us to take and make calls via laptops or mobile devices. We also had an existing Cloud based Case Management System that could be accessed anywhere. This meant that we continued to provide a full 'office' service, throughout our normal Monday to Friday hours of operation. I think we surprised a quite a few call makers when we answered calls within a few rings. None of our staff were entered into the Government furlough scheme as they were fully employed with casework. The lockdowns aggravated existing neighbour and family niggles and disputes. I would like to thank all my colleagues for showing flexibility during difficult times and their great work ethic.

On a different front, things were not so rosy. In terms of money raised from paid mediations, we saw income drop by not far short of £10,000. Fortunately, we were able to tap into various pots of Covid-19 emergency funding and we are very grateful to the likes of Awards for All, Sussex Community Foundation and Tesco Bags for Help for their support.

Surprisingly, our income from fundraising held up, mainly thanks to the support of various Waitrose stores and their green token schemes, plus the Barns Green Cobra group who donated £770 in total to us, from the sale of hand-made face masks.

All in all, if it had not been for several late payments, we would have managed to balance the books for the year reported.

In terms of referrals, we experienced a sharp increase in cases from the Police, our major funder. These increased from 54 to 90 over the previous year - a rise of 66%. Much of this was down to increased awareness of our services, through briefings, plus the effect of the pandemic on neighbourly relationships. This upward trend in Police referrals continues in the current year.

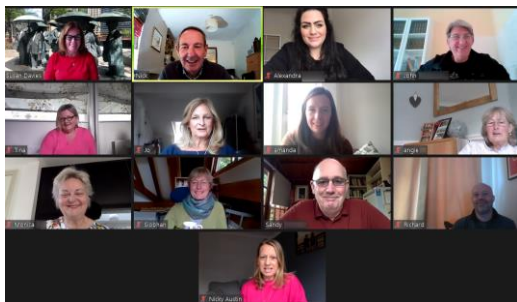
I would also like to acknowledge the efforts of our volunteer mediators who managed to adapt well to the effects of the pandemic and the necessity to move from face-to-face mediations to providing our services online, with Zoom Video Conferencing. Whilst not ideal, we have found that this worked well, and will remain a 'tool in the toolbox' well into the future. Our new mediators, who joined us in October 2020, experienced their training online, which was a first for us.

We know that there are difficult times ahead for the charity, as funders prune their budgets to contend with lost income caused by the pandemic. However, I can predict that there will be a report, like this one, being published at a similar time next year, and the year after, if some hard work is put in. I know there is a need for us to be there to serve the needs of people living and working within West Sussex.

If you have the means to influence funding, or to support our charity in any small way, we would love to hear from you.

Nick Handley
Service Co-ordinator

Picture memories – 2020/21



Participants in our Initial Training Course for Community Mediators (held via Zoom)– October 2020



We are grateful to the Barns Green Cobra Group, who during the pandemic have been making face masks to sell for local charities, including WSMS



Various Waitrose stores supported us through their Green Token Scheme in 2020/21



Crowdfunding for the first time through the Aviva Community Fund



Sherrie Hewson from Loose Women, Corrie, etc who helped with some training for us on 'Getting more out of online meetings' – June 2020



Robert Savage, our long-term Family Mediator, who finally retired from his volunteering in December 2020 having joined us in 2012. He generated a significant amount of money for us and his presence is missed



National Mediation Awards 2020 – we were shortlisted as 'Best Community Mediator' (video screenshot from online ceremony)



Poster from our virtual balloon race fundraiser around Halloween 2020

Excerpts from our year – 2020/21

Referrals – 243 in total over the 12 months period - an overall **decrease of 13%** over the previous year, which was partly due to the coronavirus.

Referrals from the Police were the **2nd highest on record**. Council referrals showed an increase. We are content with the numbers as this provides plenty of work to keep us busy. Many of our cases are quite 'labour intensive' and take up a lot of caseworker and mediator time. We would rather provide a quality service to fewer cases rather than spread ourselves thinly for more referrals.

Resolved – 21 of our referrals were resolved before mediators were allocated, through the great work of our caseworkers speaking to clients on the phone and facilitating direct communication or increasing understanding between parties.

Moved away – at least **4** parties in our referrals felt it necessary to move away, before mediation was concluded to take themselves away from the adverse problems they were facing with their neighbours.

Earned income – Less income achieved from paid services. We weren't particularly busy with Workplace Mediations, achieving only £2,500 although we did achieve successful outcomes in all the cases we took on. We hope that some marketing activity will help us generate more work. Family Mediation was very much quieter, dropping from **128** in 2019/20 to **53** in 2020/21. If this trend is not reversed, we will have to review the viability of continuing with this service.

Crowdfunding – we tried this for the first time in 2020/21 and thanks to the Aviva Community Fund we raise £605.

Waitrose – we are grateful to the Waitrose stores in Chichester, Burgess Hill and East Grinstead who each donated £333 to our charity through their green token scheme. Whilst not utilising the actual tokens during the pandemic, each branch was still sharing £1,000 between three good causes, each month. This helped boost our fundraising total for the year.

Co-op – alongside Waitrose, we were fortunate to have been chosen for inclusion in the Co-op Local Community Fund. This has achieved £561, so far, with more to come in October 2021.

Virtual Fundraising – due to the lockdowns we were not able to fundraise in the community, during this year reported, in the usual way. We therefore tried out a virtual event and chose to engage in an online virtual balloon race during Halloween 2020. This achieved £225. We would love to attract some volunteer fundraisers to help us generate more income for the charity.

Awards – as per picture on Page 5. WSMS were shortlisted (5 nominees) in the 2020 National Mediation Awards in the category of 'Best Community Mediator'. The award went to an individual. The award ceremony was held online on 23rd September 2020, due to the pandemic. Our Co-ordinator, Nick, even donned his dinner jacket for the occasion.

Mediators – as well as recruiting and training mediators inhouse during the year, we have been able to attract several fully trained mediators, from around the country, who wanted to help us. They were able to provide their services virtually (mediating via Zoom). These include Fiona, Serena, Arabella, Sally and Ben. This has worked well.

Explaining the stats – high referral numbers in places like Worthing are down to the fact that Police staff in that area have been prolific in sending us cases for mediation. This followed a briefing for Police Community Support Officers (PCSOs) and Police Constables that our Co-ordinator had previously carried out at Chatsworth Road Police Station, Worthing. Referrals from the Police also explain why Antisocial Behaviour has taken over from Noise as the number one topic of referrals.

Meeting Room – We lost £1,600 in income, during the year reported, by not being able to hire out our meeting room, due to the pandemic.

Outcomes

**83% of our Joint Mediation sessions reached
a written agreement**

Several others reached verbal agreements

**Mediators were assigned to 30% of all referrals
(Those that failed to proceed were mainly due to parties
being reluctant to engage, or their desire for
more formal action by the authorities)**

**Many of those that didn't proceed had various
positive outcomes, as a result of our
interventions**

**We provided successful Conflict Coaching sessions
in 12 cases where formal mediation was not
possible, with others still ongoing**

**Many clients signposted to other support services
(issues relating to mental health were prevalent)**

Testimonial

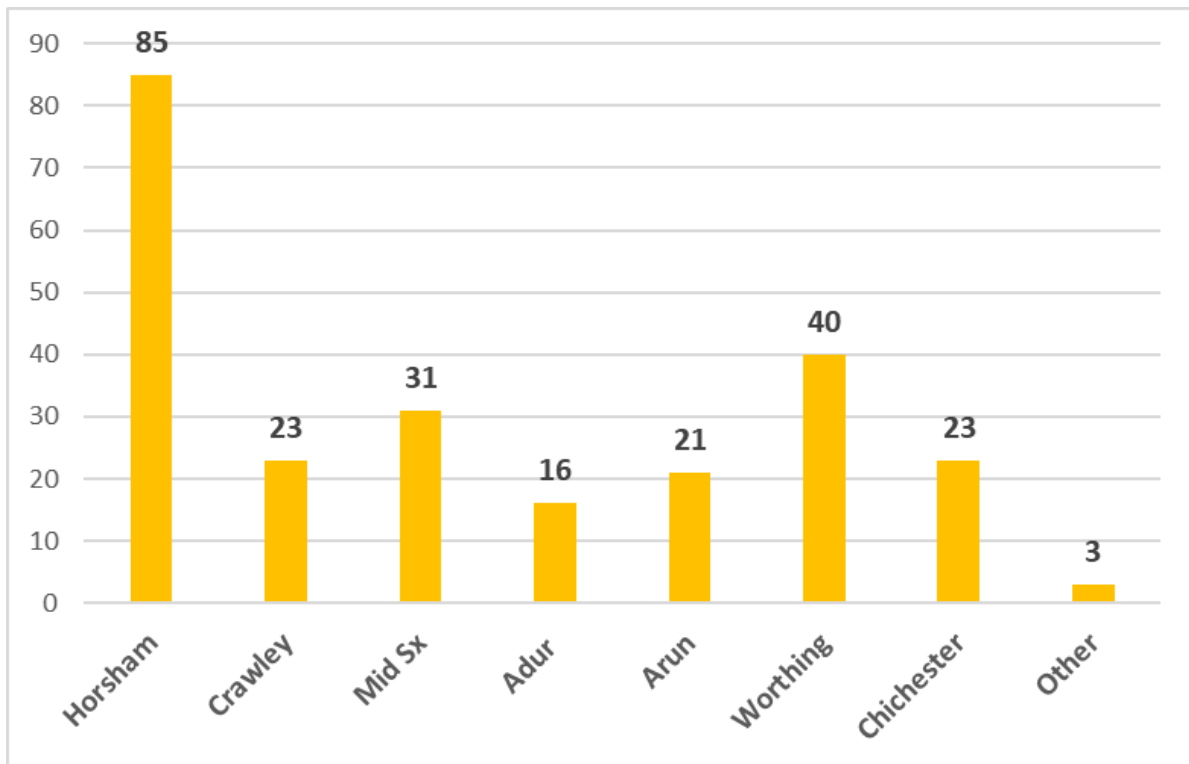
"I have just 'come off' this 2 hour meeting with your mediators - the 2nd meeting this week - equating to some 4 hours in total. How gracious of these professional, warm and magnificently neutral ladies to give up their time, energy and expertise.

I am so very grateful. Their reassuringly calm manner went such a long way in ensuring that, what could have easily been an agonisingly difficult and emotive situation, so very bearable.

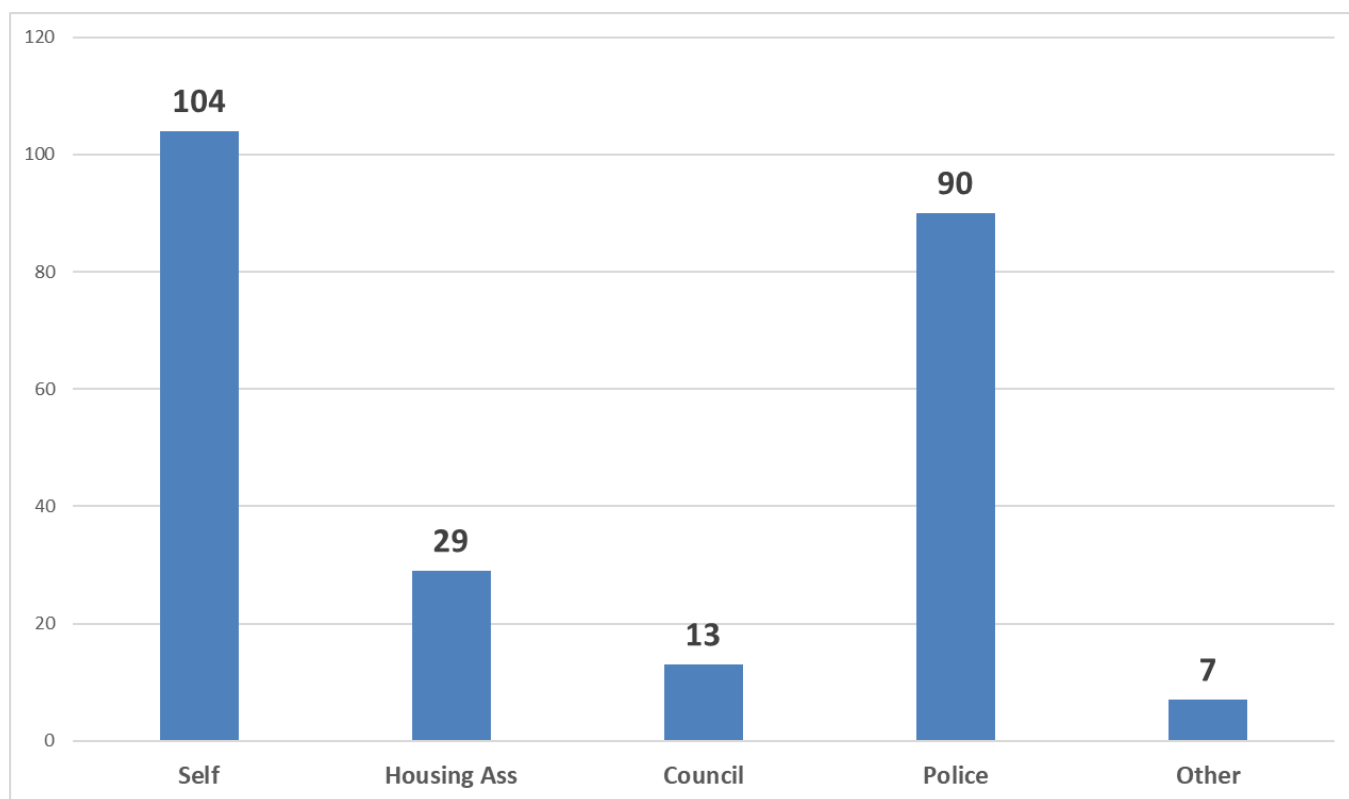
They are a true testament to what The Mediation Service says it offers. Please ensure my grateful thanks are extended to them - and to you guys there in the office".

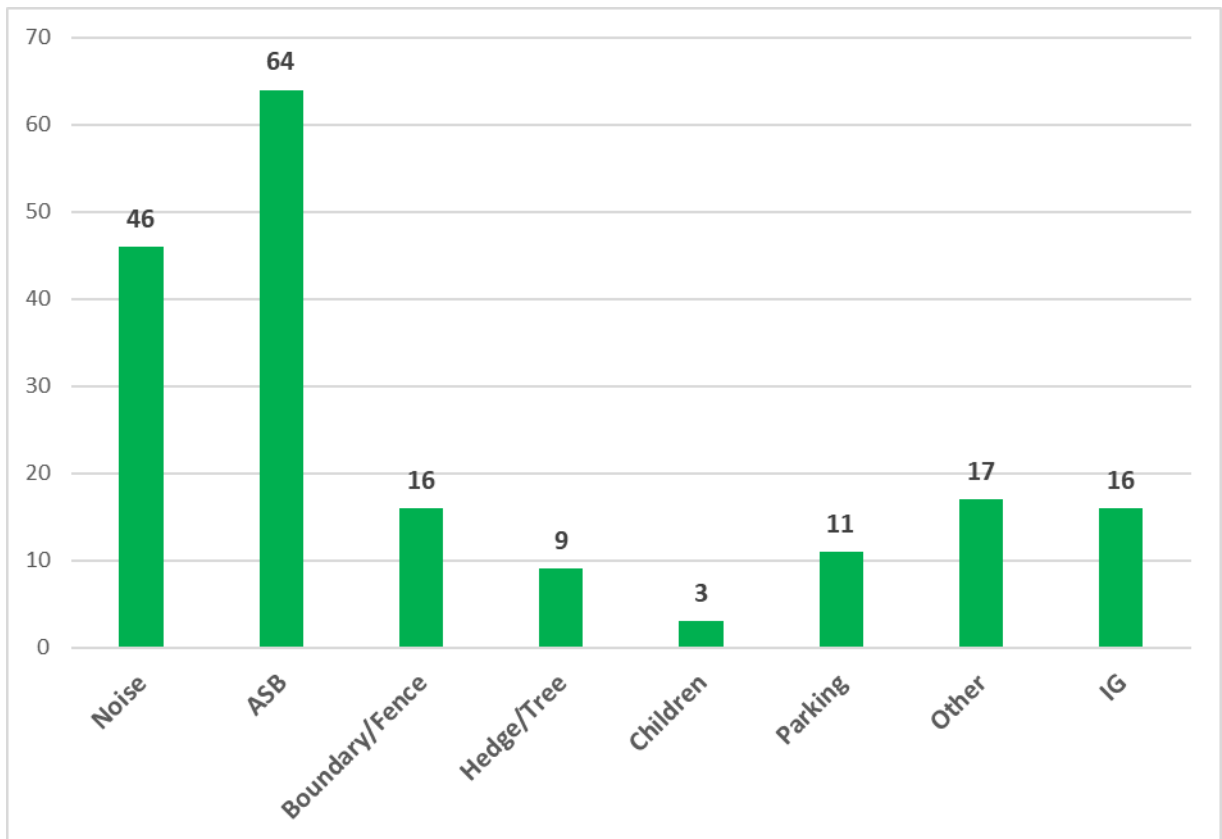
Statistics

Referral by Local Authority Area (2020/21)

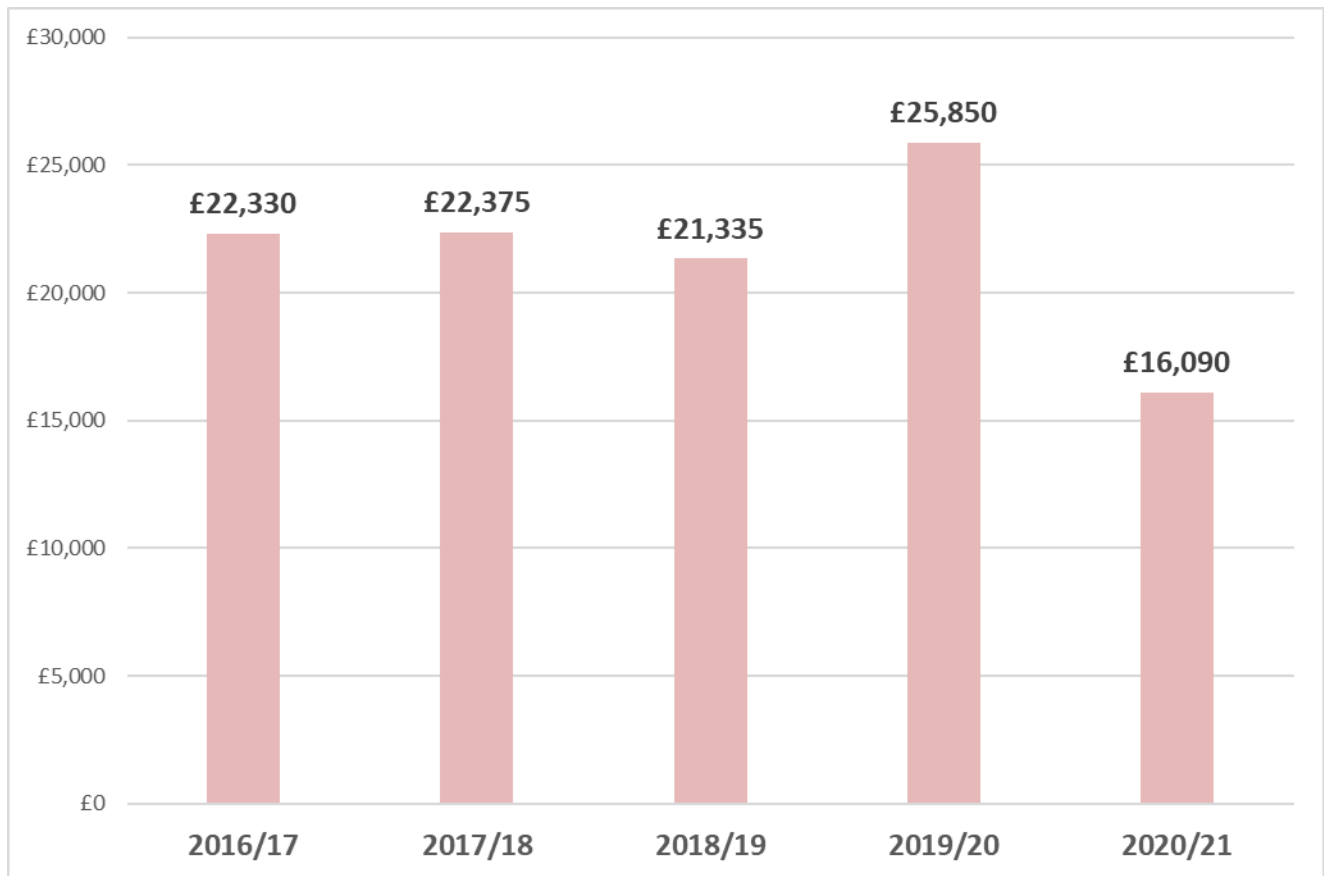


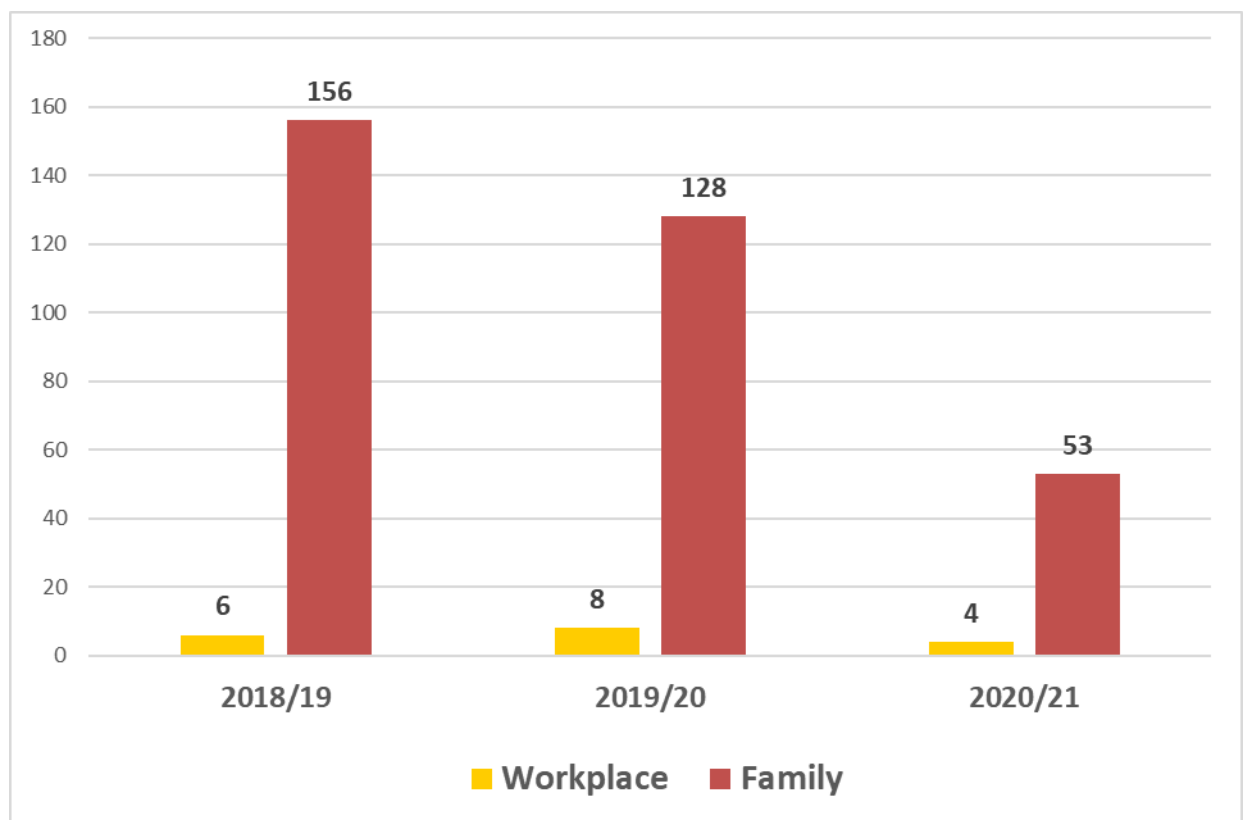
Source of Referrals (2020/21)



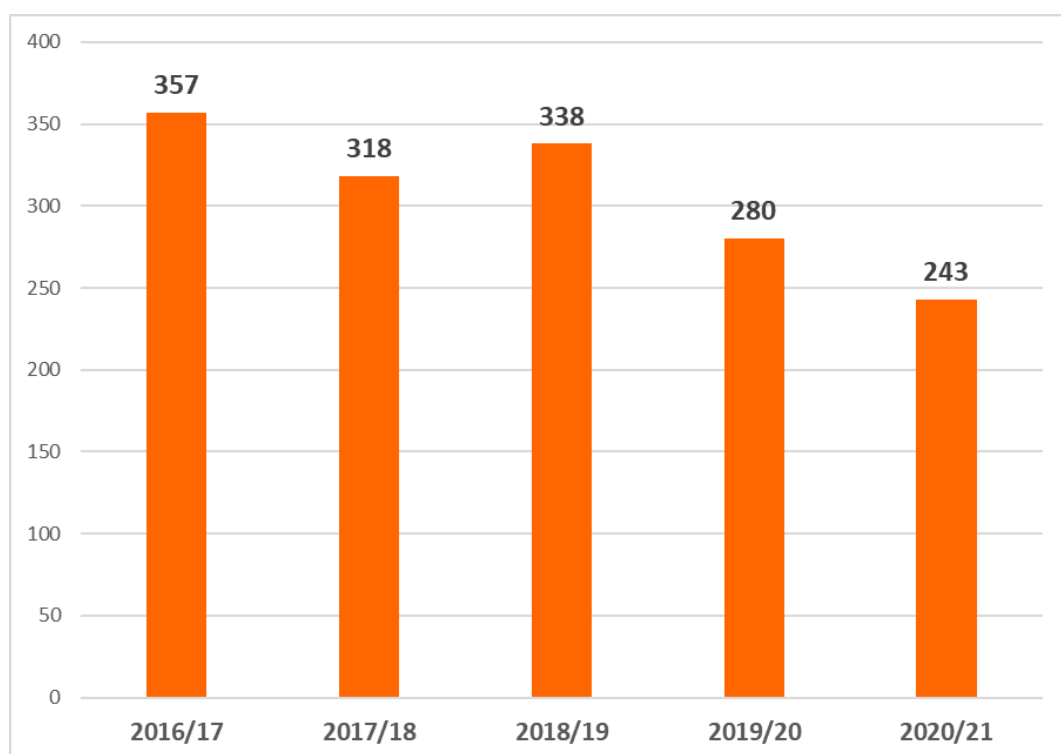


5-year Trend – Fee Earning Mediation





Total number of referrals – 5-year trend



Referrals – Breakdown by Area – 1st April 2020 to 31st March 2021

<u>Horsham District –85 (104)</u> <table> <tr><td>Horsham</td><td>38</td></tr> <tr><td>Ashington</td><td>1</td></tr> <tr><td>Billingshurst</td><td>6</td></tr> <tr><td>Broadbridge Heath</td><td>4</td></tr> <tr><td>Colgate</td><td>1</td></tr> <tr><td>Coneyhurst</td><td>1</td></tr> <tr><td>Henfield</td><td>2</td></tr> <tr><td>Kilnwood Vale</td><td>1</td></tr> <tr><td>Maplehurst</td><td>1</td></tr> <tr><td>Pulborough</td><td>5</td></tr> <tr><td>Rudgwick</td><td>4</td></tr> <tr><td>Southwater</td><td>4</td></tr> <tr><td>Steyning</td><td>4</td></tr> <tr><td>Storrington</td><td>6</td></tr> <tr><td>Thakeham</td><td>2</td></tr> <tr><td>Upper Beeding</td><td>2</td></tr> <tr><td>Warnham</td><td>2</td></tr> <tr><td>Washington</td><td>1</td></tr> <tr><td>West Chiltington</td><td>1</td></tr> <tr><td>Woodmancote</td><td>1</td></tr> </table>	Horsham	38	Ashington	1	Billingshurst	6	Broadbridge Heath	4	Colgate	1	Coneyhurst	1	Henfield	2	Kilnwood Vale	1	Maplehurst	1	Pulborough	5	Rudgwick	4	Southwater	4	Steyning	4	Storrington	6	Thakeham	2	Upper Beeding	2	Warnham	2	Washington	1	West Chiltington	1	Woodmancote	1	<u>Mid Sussex - 31 (36)</u> <table> <tr><td>Albourne</td><td>1</td></tr> <tr><td>Ardingly</td><td>1</td></tr> <tr><td>Balcombe</td><td>1</td></tr> <tr><td>Burgess Hill</td><td>10</td></tr> <tr><td>Crawley Down</td><td>2</td></tr> <tr><td>East Grinstead</td><td>5</td></tr> <tr><td>Handcross</td><td>1</td></tr> <tr><td>Hassocks</td><td>1</td></tr> <tr><td>Haywards Heath</td><td>5</td></tr> <tr><td>Hurstpierpoint</td><td>1</td></tr> <tr><td>Lindfield</td><td>2</td></tr> <tr><td>Turners Hill</td><td>1</td></tr> <tr><td>Wivelsfield Green</td><td>1</td></tr> </table>	Albourne	1	Ardingly	1	Balcombe	1	Burgess Hill	10	Crawley Down	2	East Grinstead	5	Handcross	1	Hassocks	1	Haywards Heath	5	Hurstpierpoint	1	Lindfield	2	Turners Hill	1	Wivelsfield Green	1
Horsham	38																																																																		
Ashington	1																																																																		
Billingshurst	6																																																																		
Broadbridge Heath	4																																																																		
Colgate	1																																																																		
Coneyhurst	1																																																																		
Henfield	2																																																																		
Kilnwood Vale	1																																																																		
Maplehurst	1																																																																		
Pulborough	5																																																																		
Rudgwick	4																																																																		
Southwater	4																																																																		
Steyning	4																																																																		
Storrington	6																																																																		
Thakeham	2																																																																		
Upper Beeding	2																																																																		
Warnham	2																																																																		
Washington	1																																																																		
West Chiltington	1																																																																		
Woodmancote	1																																																																		
Albourne	1																																																																		
Ardingly	1																																																																		
Balcombe	1																																																																		
Burgess Hill	10																																																																		
Crawley Down	2																																																																		
East Grinstead	5																																																																		
Handcross	1																																																																		
Hassocks	1																																																																		
Haywards Heath	5																																																																		
Hurstpierpoint	1																																																																		
Lindfield	2																																																																		
Turners Hill	1																																																																		
Wivelsfield Green	1																																																																		
<u>Crawley Borough – 23 (32)</u> <table> <tr><td>Bewbush</td><td>1</td></tr> <tr><td>Broadfield</td><td>7</td></tr> <tr><td>Furnace Green</td><td>1</td></tr> <tr><td>Ifield</td><td>2</td></tr> <tr><td>Langley Green</td><td>2</td></tr> <tr><td>Northgate</td><td>1</td></tr> <tr><td>Pound Hill</td><td>4</td></tr> <tr><td>Southgate</td><td>1</td></tr> <tr><td>Three Bridges</td><td>2</td></tr> <tr><td>Tilgate</td><td>2</td></tr> </table>	Bewbush	1	Broadfield	7	Furnace Green	1	Ifield	2	Langley Green	2	Northgate	1	Pound Hill	4	Southgate	1	Three Bridges	2	Tilgate	2	<u>Chichester – 23 (32)</u> <table> <tr><td>Chichester</td><td>12</td></tr> <tr><td>Batchmere</td><td>1</td></tr> <tr><td>Birdham</td><td>1</td></tr> <tr><td>Durford Wood</td><td>1</td></tr> <tr><td>East Wittering</td><td>1</td></tr> <tr><td>Haslemere</td><td>1</td></tr> <tr><td>Selsey</td><td>3</td></tr> <tr><td>Tangmere</td><td>1</td></tr> <tr><td>West Dean</td><td>1</td></tr> <tr><td>West Wittering</td><td>1</td></tr> </table>	Chichester	12	Batchmere	1	Birdham	1	Durford Wood	1	East Wittering	1	Haslemere	1	Selsey	3	Tangmere	1	West Dean	1	West Wittering	1																										
Bewbush	1																																																																		
Broadfield	7																																																																		
Furnace Green	1																																																																		
Ifield	2																																																																		
Langley Green	2																																																																		
Northgate	1																																																																		
Pound Hill	4																																																																		
Southgate	1																																																																		
Three Bridges	2																																																																		
Tilgate	2																																																																		
Chichester	12																																																																		
Batchmere	1																																																																		
Birdham	1																																																																		
Durford Wood	1																																																																		
East Wittering	1																																																																		
Haslemere	1																																																																		
Selsey	3																																																																		
Tangmere	1																																																																		
West Dean	1																																																																		
West Wittering	1																																																																		
<u>Arun –21 (30)</u> <table> <tr><td>Angmering</td><td>2</td></tr> <tr><td>Bersted</td><td>2</td></tr> <tr><td>Bognor Regis</td><td>6</td></tr> <tr><td>Ferring</td><td>1</td></tr> <tr><td>Littlehampton</td><td>4</td></tr> <tr><td>Rustington</td><td>4</td></tr> <tr><td>Pagham</td><td>1</td></tr> <tr><td>Walberton</td><td>1</td></tr> </table>	Angmering	2	Bersted	2	Bognor Regis	6	Ferring	1	Littlehampton	4	Rustington	4	Pagham	1	Walberton	1	<u>Adur – 16 (17)</u> <table> <tr><td>Lancing</td><td>4</td></tr> <tr><td>Shoreham</td><td>5</td></tr> <tr><td>Sompting</td><td>2</td></tr> <tr><td>Southwick</td><td>5</td></tr> </table> <u>Other Areas – 3 (5)</u> <table> <tr><td>Out of County</td><td>3</td></tr> </table>	Lancing	4	Shoreham	5	Sompting	2	Southwick	5	Out of County	3																																								
Angmering	2																																																																		
Bersted	2																																																																		
Bognor Regis	6																																																																		
Ferring	1																																																																		
Littlehampton	4																																																																		
Rustington	4																																																																		
Pagham	1																																																																		
Walberton	1																																																																		
Lancing	4																																																																		
Shoreham	5																																																																		
Sompting	2																																																																		
Southwick	5																																																																		
Out of County	3																																																																		
<u>Worthing – 40 (24)</u> <table> <tr><td>Broadwater</td><td>6</td></tr> <tr><td>Central</td><td>2</td></tr> <tr><td>Durrington</td><td>8</td></tr> <tr><td>Findon</td><td>4</td></tr> <tr><td>Goring</td><td>3</td></tr> <tr><td>Heene</td><td>1</td></tr> <tr><td>Marine</td><td>2</td></tr> <tr><td>Northbrook</td><td>1</td></tr> <tr><td>Salvington</td><td>1</td></tr> <tr><td>Selden</td><td>4</td></tr> <tr><td>Taring</td><td>8</td></tr> </table>	Broadwater	6	Central	2	Durrington	8	Findon	4	Goring	3	Heene	1	Marine	2	Northbrook	1	Salvington	1	Selden	4	Taring	8	<p style="text-align: center;"><u>Grand Total</u></p> <p style="text-align: center;">243 (280) 13% decrease</p> <p style="text-align: center;">() = Previous year figures</p>																																												
Broadwater	6																																																																		
Central	2																																																																		
Durrington	8																																																																		
Findon	4																																																																		
Goring	3																																																																		
Heene	1																																																																		
Marine	2																																																																		
Northbrook	1																																																																		
Salvington	1																																																																		
Selden	4																																																																		
Taring	8																																																																		

WEST SUSSEX MEDIATION SERVICE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2021

	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
INCOMING RESOURCES				
Adur Homes	-	-	-	2,500
Arun District Council	1,000	-	1,000	1,000
Bersted Parish Council	100	-	100	-
Broadbridge Heath Parish Council	200	-	200	-
Chichester City Council	-	-	-	500
Clarion Housing	3,400	-	3,400	3,400
Crawley Borough Council (Community Grant)	3,000	-	3,000	3,000
East Preston Parish Council	200	-	200	-
Haywards Heath Town Council	-	-	-	200
Horsham District Council	4,000	-	4,000	3,100
Hurstpierpoint & Sayers Common P. Council	150	-	150	-
Lindfield Rural Parish Council	100	-	100	-
Littlehampton Town Council	-	-	-	250
Mid-Sussex D. Council (Community Grant)	3,000	-	3,000	3,000
North Horsham CLC (WSCC)	-	-	-	600
North Horsham Parish Council	600	-	600	500
Optiva Housing	-	-	-	2,000
Pagham Parish Council	100	-	100	-
Pulborough Parish Council	200	-	200	-
Rudgwick Parish Council	-	-	-	100
Saxon Weald Housing Association	3,000	-	3,000	2,500
Shipley Parish Council	-	-	-	100
Southern Housing Group (18/19 & 19/20)	-	-	-	4,800
Sussex Police & Crime Commissioner	11,550	-	11,550	25,523
West Chiltington Parish Council	-	-	-	150
Worthing Homes	3,000	-	3,000	2,000
Yapton Parish Council	100	-	100	-
Carried forward:	<u>33,700</u>	<u>0</u>	<u>33,700</u>	<u>54,473</u>

	Unrestricted Funds	Restricted Funds	2021	2020
	£	£	£	£
Brought forward:	33,700	-	33,700	54,473
Charitable Trusts/Foundations/Corporates				
Allen Lane Foundation	-	4,000	4,000	-
Awards For All (Covid-19 Emerg. Funding)	-	8,553	8,553	-
Carpenter Box Charitable Trust	-	-	-	500
Ecclesiastical (Movement for Good)	1,000	-	1,000	-
Gatwick Airport Community Trust	-	-	-	1,600
Henry Smith Charity	10,000	-	10,000	-
Longley Trust	600	-	600	-
Peoples Postcode Trust	-	3,000	3,000	-
Rotary Cub (Horsham)	-	-	-	100
Sussex Community Foundation	-	625	625	-
Tesco Bags of Help (Covid-19 Funding)	-	500	500	-
Other Income				
Fundraising	3,909	-	3,909	3,769
Donations	2,469	-	2,469	1,610
Paid mediation	16,230	-	16,230	25,850
Other paid work	450	-	450	-
Training	-	-	-	340
Room hires	-	-	-	1,638
Bank interest	21	-	21	84
Total income	<u>68,379</u>	<u>16,678</u>	<u>85,057</u>	<u>89,964</u>
RESOURCES EXPENDED				
Fundraising costs	40	-	761	554
Staff costs (note 2)	56,343	8,078	60,820	48,575
Rent/Rates	10,098	-	8,972	8,654
Telephone	1,423	134	2,243	1,682
Computer/IT	562	72	2,361	817
Printing/Advertising	100	-	130	268
Postage and stationery	142	909	2,095	1,950
Insurance	928	-	952	717
Training/CPD	516	4,204	4,355	4,066
Mediator/staff expenses	185	409	3,118	3,815
Room hires	-	-	1,055	1,282
Membership and subscriptions	1,872	2,733	2,602	1,475
Sundry	305	-	500	246
Depreciation	700	-	205	214
Total expenditure	<u>73,213</u>	<u>16,539</u>	<u>89,752</u>	<u>90,149</u>
Net movement in funds before transfers	(4,834)	139	(4,695)	(185)
Funds brought forward	46,049	4,311	50,360	50,491
Fund balances carried forward	<u>41,215</u>	<u>4,450</u>	<u>45,995</u>	<u>50,306</u>

WEST SUSSEX MEDIATION SERVICE

BALANCE SHEET

YEAR ENDED 31 MARCH 2021

	Notes	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible fixed assets	3		854		415
CURRENT ASSETS					
Bank account		5,853		5,853	
Reserve account		41,000		41,000	
PayPal account		-		-	
Cash		55		28	
Prepaid expenses		-		3,064	
			<u>44,810</u>	<u>49,945</u>	
CURRENT LIABILITIES					
Grants received in advance		-		-	
			<u>-</u>	<u>-</u>	
NET CURRENT ASSETS			44,810		49,945
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>45,664</u>		<u>50,360</u>
FUNDS					
Unrestricted	5		41,214		46,049
Restricted	6		4,450		4,311
			<u>45,664</u>		<u>50,360</u>

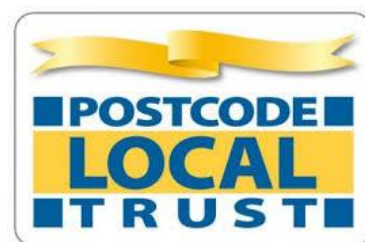
No expenses were paid to members of the management committee in respect of committee work.

The accounts were approved by the trustees on 27th July 2021 and signed on their behalf by

N. Wiltshire
Chair

S. Cunningham
Treasurer

Some of our Funders during 2020-21



The Longley Trust

**Our thanks go to all our funders,
friends and supporters**

WEST SUSSEX MEDIATION SERVICE

**TRUSTEES' REPORT
AND UNAUDITED ACCOUNTS**

YEAR ENDED 31 MARCH 2021

WEST SUSSEX MEDIATION SERVICE

CONTENTS

	Page
General Information	2
Trustees' Report	3 - 4
Independent Examiner's Report	5
Statement of Financial Activities	6 - 7
Balance Sheet	8
Notes to the Accounts	9 - 11

WEST SUSSEX MEDIATION SERVICE
Charity Number: 1084592

GENERAL INFORMATION

YEAR ENDED 31 MARCH 2021

TRUSTEES AND MANAGEMENT COMMITTEE

N Wiltshire (Chair)
W Adler (resigned 7 January 2021)
P Minter (Secretary – resigned 14 September 2020)
S Cunningham (Treasurer – elected 7 January 2021)
A Gee (Treasurer- resigned 7 January 2021)
S Bertie
S Davies (resigned 7 January 2021)
M Hill
D Sheldon
B. Desai (Elected 7 January 2021)

PRINCIPAL ADDRESS

Park House
North Street
Horsham
West Sussex
RH12 1RN

BANKERS

Barclays Bank plc
Leicester
LE87 2BB

INDEPENDENT EXAMINER

Sushma Clark
Your Accounts Team Ltd
Intergen House
65-67 Western Road
Hove BN3 2JQ

WEST SUSSEX MEDIATION SERVICE
INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31st MARCH 2021

I report to the trustees on my examination of the accounts of the West Sussex Mediation Service (the Service) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Service you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Service's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- accounting records were not kept in respect of the Service as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination'.

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 be reached.

Dated:

Sushma Clark FCMA
Your Accounts Team Ltd
20-22 Wenlock Road
LONDON
N1 7GU

WEST SUSSEX MEDIATION SERVICE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31st MARCH 2021

	Unrestricted Funds	Restricted Funds	2021	2020
	£	£	£	£
INCOMING RESOURCES				
Adur Homes	-		-	2,500
Arun District Council	1,000		1,000	1,000
Bersted Parish Council	100		100	-
Broadbridge Heath Parish Council	200		200	-
Chichester City Council	-		-	500
Clarion Housing	3,400		3,400	3,400
Crawley Borough Council (Community Grant)	3,000		3,000	3,000
East Preston Parish Council	200		200	-
Haywards Heath Town Council	-		-	200
Horsham District Council	4,000		4,000	3,100
Hurstpierpoint Parish Council	150		150	-
Lindfield Rural Parish Council	100		100	-
Mid-Sussex District Council (Community Grant)	3,000		3,000	3,000
North Horsham CLC	-		-	600
North Horsham Parish Council	600		600	-
Optiva Housing	-		-	2,000
Pagham Parish Council	100		100	-
Pulborough Parish Council	200		200	-
Rudgwick Parish Council	-		-	100
Saxon Weald Housing Association	3000		3000	2,500
Shipley Parish Council	-		-	100
Southern Housing Group	-		-	4,800
Sussex Police & Crime Commissioner	11,550		11,550	25,523
West Chiltington Parish Council	-		-	150
Worthing Homes	3,000		3,000	2,000
Yapton Parish Council	100		100	-
Carried forward to page 5:	<u>33,700</u>		<u>33,700</u>	<u>54,473</u>

	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
Brought forward from page 4:	33,700	-	33,700	54,473
Charitable Trusts/Foundations/Corporates				
Allen Lane Foundation	-	4,000	4,000	-
Awards for All (Covid-19 Emergency Funding)	-	8,553	8,553	-
Carpenter Box Charitable Trust		-	-	500
Ecclesiastical (Movement for Good)	1,000	-	1,000	-
Gatwick Airport Community Trust		-	-	1,600
Henry Smith Charity	10,000	-	10,000	-
Longley Trust	600	-	600	-
Peoples Postcode Trust		3,000	3,000	-
Rotary Clubs		-	-	100
Sussex Community Foundation		625	625	-
Tesco Bags of Help (Covid-19 Funding)		500	500	-
Other Income				
Fundraising	3,909	-	3,909	3,769
Donations	2,469	-	2,469	1,610
Paid mediation	16,230	-	16,230	25,850
Other paid work	450	-	450	-
Training	-	-	-	340
Room hire	-	-	-	1,638
Bank interest	21	-	21	84
Total income	68,379	16,678	85,057	89,964
RESOURCES EXPENDED				
Fundraising costs	40	-	40	761
Staff costs (note 2)	56,343	8,078	64,421	60,820
Rent/Rates	10,098	-	10,098	8,972
Telephone	1,423	134	1,557	2,243
Computer/IT	562	72	634	2,361
Advertising	100	-	100	130
Printing, postage and stationery	142	909	1,051	2,095
Insurance	928	-	928	952
Training/CPD	516	4,204	4,720	4,335
Mediator/staff expenses	185	409	648	3,118
Room hire	-	-	-	1,055
Membership and subscriptions	1,872	2,733	4,605	2602
Sundry	305	-	250	500
Depreciation	700	-	700	205
Total expenditure	73,213	16,539	89,752	90,149
Net movement in funds before transfers	(4,834)	139	(4,695)	(185)
Funds brought forward	46,049	4,311	50,360	50,491
Fund balances carried forward	41,215	4,450	45,665	50,306

WEST SUSSEX MEDIATION SERVICE

BALANCE SHEET

YEAR ENDED 31st MARCH 2021

	Notes	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible fixed assets	3		854		415
CURRENT ASSETS					
Bank accounts		3,754		5,853	
Reserve account		41,001		41,000	
PayPal account		-		-	
Cash		55		28	
Prepaid expenses		-		3,064	
		<u>44,810</u>		<u>49,945</u>	
CURRENT LIABILITIES					
Grants received in advance		-		-	
		<u>-</u>		<u>-</u>	
NET CURRENT ASSETS			44,810		49,945
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>45,664</u>		<u>50,360</u>
FUNDS					
Unrestricted	5		41,214		46,049
Restricted	6		4,450		4,311
			<u>45,664</u>		<u>50,360</u>

No expenses were paid to members of the management committee in respect of committee work.

The accounts were approved by the trustees on 29th July 2021 and signed on their behalf by

N. Wiltshire
Chair

S. Cunningham
Treasurer

WEST SUSSEX MEDIATION SERVICE

NOTES TO THE ACCOUNTS

YEAR ENDED 31st MARCH 2021

1. Principal accounting policies

Basis of accounting

These accounts are prepared under the historical cost convention. The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP) applicable to Charities preparing their accounts in accordance with the amendments issued by the Financial Reporting Council in July 2015: Amendments to FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland - Small Entities and other minor amendments.

Fund accounting

The unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for other purposes except as disclosed in note 5.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds is charged against the specific fund.

Incoming resources

Voluntary income and donations are accounted for as received by the charity. Grants and donations are only included in the statement of accounts when the charity has unconditional entitlement of the funds.

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.

Tangible fixed assets and depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Computer equipment	straight line over 4 years
Fixtures and fittings	straight line over 10 years

2. Staff costs

Staff costs were as follows:

	2021 £	2020 £
Salaries (Net)	47,630	46,225
HMRC	15,796	13,536
Pensions	995	1,059
	<u>64,421</u>	<u>60,820</u>

No employee was paid more than £60,000 per annum in either financial year.
The value of any voluntary staff time is not included in the accounts.

During the year the average number of staff employed by the charity was 4 (2019: 3).

WEST SUSSEX MEDIATION SERVICE

NOTES TO THE ACCOUNTS

YEAR ENDED 31st MARCH 2021

3. Tangible fixed assets

	Computer equipment £	Fixtures and fittings £	Total £
Cost			
At 1 April 2020	8,139	354	8,493
Additions	1,139	-	1,139
At 31 March 2021	<u>9,278</u>	<u>354</u>	<u>9,632</u>
Depreciation			
At 1 April 2020	7,724	354	7,724
Charge for the year	700	-	700
At 31 March 2021	<u>8,424</u>	<u>354</u>	<u>8,424</u>
Net book value			
31 March 2020	415	-	620
31 March 2021	854	-	854

4. Analysis of net assets between funds

	Unrestricted funds £	Restricted Funds £	At 31 March 2021 £
Fund balances at 31 March 2021 are represented by:			
Fixed assets	854	-	854
Net current assets	40,360	4,450	44,810
	<u>41,214</u>	<u>4,450</u>	<u>45,664</u>

5. Unrestricted fund

	At 1 April 2020 £	Incoming £	Outgoing £	Transfers £	At 31 March 2021 £
General unrestricted	31,049	84,984	88,374	-	26,214
Designated – contingency fund	15,000	-	-	-	15,000
	<u>46,049</u>	<u>84,664</u>	<u>88,374</u>	<u>-</u>	<u>41,214</u>

The general fund comprises the accumulated resources which may be expended without restriction in furtherance of the charity's objects.

The designated contingency fund has been established by the trustees to meet the liquidation costs in case of the need to wind up the charity.

WEST SUSSEX MEDIATION SERVICE

NOTES TO THE ACCOUNTS

YEAR ENDED 31st MARCH 2021

6. Restricted fund

	1 April 2020 £	Incoming £	Outgoing £	31 March 2021 £
Gatwick Area Community Trust	1,600	-	1,600	-
Allen Lane Foundation		4,000	-	4,000
People's Postcode Trust	2,400	-	2,400	-
Tesco Bags for Help (Covid-19)	-	500	500	-
People's Postcode Trust (Covid-19)	-	3,000	3,000	-
Awards for All (Covid-19)	-	8,553	8,414	139
Sussex Community Foundation (Covid-19)	-	625	625	-
North Horsham CLC (Printing)	311	-	-	311
	<u>4,311</u>	<u>16,678</u>	<u>16,539</u>	<u>4,450</u>

The purposes of the restricted income and expenditure funds are set out above.

7. Trustees expenses and remuneration

No trustee or any person connected with the trustees received any remuneration, other than bona fide expenses, during the year. There have been no transactions with any trustees or other related parties.

8. Independent Examiner fees

The Independent Examiner has waived her fees for the current year (2020: £nil).

WEST SUSSEX MEDIATION SERVICE

**TRUSTEES' REPORT
AND UNAUDITED ACCOUNTS**

YEAR ENDED 31 MARCH 2021

WEST SUSSEX MEDIATION SERVICE

CONTENTS

	Page
General Information	2
Trustees' Report	3 - 4
Independent Examiner's Report	5
Statement of Financial Activities	6 - 7
Balance Sheet	8
Notes to the Accounts	9 - 11

WEST SUSSEX MEDIATION SERVICE
Charity Number: 1084592

GENERAL INFORMATION

YEAR ENDED 31 MARCH 2021

TRUSTEES AND MANAGEMENT COMMITTEE

N Wiltshire (Chair)
W Adler (resigned 7 January 2021)
P Minter (Secretary – resigned 14 September 2020)
S Cunningham (Treasurer – elected 7 January 2021)
A Gee (Treasurer- resigned 7 January 2021)
S Bertie
S Davies (resigned 7 January 2021)
M Hill
D Sheldon
B. Desai (Elected 7 January 2021)

PRINCIPAL ADDRESS

Park House
North Street
Horsham
West Sussex
RH12 1RN

BANKERS

Barclays Bank plc
Leicester
LE87 2BB

INDEPENDENT EXAMINER

Sushma Clark
Your Accounts Team Ltd
Intergen House
65-67 Western Road
Hove BN3 2JQ

WEST SUSSEX MEDIATION SERVICE
INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31st MARCH 2021

I report to the trustees on my examination of the accounts of the West Sussex Mediation Service (the Service) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Service you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Service's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- accounting records were not kept in respect of the Service as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination'.

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 be reached.

Dated:

Sushma Clark FCMA
Your Accounts Team Ltd
20-22 Wenlock Road
LONDON
N1 7GU

WEST SUSSEX MEDIATION SERVICE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31st MARCH 2021

	Unrestricted Funds	Restricted Funds	2021	2020
	£	£	£	£
INCOMING RESOURCES				
Adur Homes	-		-	2,500
Arun District Council	1,000		1,000	1,000
Bersted Parish Council	100		100	-
Broadbridge Heath Parish Council	200		200	-
Chichester City Council	-		-	500
Clarion Housing	3,400		3,400	3,400
Crawley Borough Council (Community Grant)	3,000		3,000	3,000
East Preston Parish Council	200		200	-
Haywards Heath Town Council	-		-	200
Horsham District Council	4,000		4,000	3,100
Hurstpierpoint Parish Council	150		150	-
Lindfield Rural Parish Council	100		100	-
Mid-Sussex District Council (Community Grant)	3,000		3,000	3,000
North Horsham CLC	-		-	600
North Horsham Parish Council	600		600	-
Optiva Housing	-		-	2,000
Pagham Parish Council	100		100	-
Pulborough Parish Council	200		200	-
Rudgwick Parish Council	-		-	100
Saxon Weald Housing Association	3000		3000	2,500
Shipley Parish Council	-		-	100
Southern Housing Group	-		-	4,800
Sussex Police & Crime Commissioner	11,550		11,550	25,523
West Chiltington Parish Council	-		-	150
Worthing Homes	3,000		3,000	2,000
Yapton Parish Council	100		100	-
Carried forward to page 5:	<u>33,700</u>		<u>33,700</u>	<u>54,473</u>

	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
Brought forward from page 4:	33,700	-	33,700	54,473
Charitable Trusts/Foundations/Corporates				
Allen Lane Foundation	-	4,000	4,000	-
Awards for All (Covid-19 Emergency Funding)	-	8,553	8,553	-
Carpenter Box Charitable Trust		-	-	500
Ecclesiastical (Movement for Good)	1,000	-	1,000	-
Gatwick Airport Community Trust		-	-	1,600
Henry Smith Charity	10,000	-	10,000	-
Longley Trust	600	-	600	-
Peoples Postcode Trust		3,000	3,000	-
Rotary Clubs		-	-	100
Sussex Community Foundation		625	625	-
Tesco Bags of Help (Covid-19 Funding)		500	500	-
Other Income				
Fundraising	3,909	-	3,909	3,769
Donations	2,469	-	2,469	1,610
Paid mediation	16,230	-	16,230	25,850
Other paid work	450	-	450	-
Training	-	-	-	340
Room hire	-	-	-	1,638
Bank interest	21	-	21	84
Total income	68,379	16,678	85,057	89,964
RESOURCES EXPENDED				
Fundraising costs	40	-	40	761
Staff costs (note 2)	56,343	8,078	64,421	60,820
Rent/Rates	10,098	-	10,098	8,972
Telephone	1,423	134	1,557	2,243
Computer/IT	562	72	634	2,361
Advertising	100	-	100	130
Printing, postage and stationery	142	909	1,051	2,095
Insurance	928	-	928	952
Training/CPD	516	4,204	4,720	4,335
Mediator/staff expenses	185	409	648	3,118
Room hire	-	-	-	1,055
Membership and subscriptions	1,872	2,733	4,605	2602
Sundry	305	-	250	500
Depreciation	700	-	700	205
Total expenditure	73,213	16,539	89,752	90,149
Net movement in funds before transfers	(4,834)	139	(4,695)	(185)
Funds brought forward	46,049	4,311	50,360	50,491
Fund balances carried forward	41,215	4,450	45,665	50,306

WEST SUSSEX MEDIATION SERVICE

BALANCE SHEET

YEAR ENDED 31st MARCH 2021

	Notes	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible fixed assets	3		854		415
CURRENT ASSETS					
Bank accounts		3,754		5,853	
Reserve account		41,001		41,000	
PayPal account		-		-	
Cash		55		28	
Prepaid expenses		-		3,064	
		<u>44,810</u>		<u>49,945</u>	
CURRENT LIABILITIES					
Grants received in advance		-		-	
		<u>-</u>		<u>-</u>	
NET CURRENT ASSETS			44,810		49,945
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>45,664</u>		<u>50,360</u>
FUNDS					
Unrestricted	5		41,214		46,049
Restricted	6		4,450		4,311
			<u>45,664</u>		<u>50,360</u>

No expenses were paid to members of the management committee in respect of committee work.

The accounts were approved by the trustees on 29th July 2021 and signed on their behalf by

N. Wiltshire
Chair

S. Cunningham
Treasurer

WEST SUSSEX MEDIATION SERVICE

NOTES TO THE ACCOUNTS

YEAR ENDED 31st MARCH 2021

1. Principal accounting policies

Basis of accounting

These accounts are prepared under the historical cost convention. The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP) applicable to Charities preparing their accounts in accordance with the amendments issued by the Financial Reporting Council in July 2015: Amendments to FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland - Small Entities and other minor amendments.

Fund accounting

The unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for other purposes except as disclosed in note 5.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds is charged against the specific fund.

Incoming resources

Voluntary income and donations are accounted for as received by the charity. Grants and donations are only included in the statement of accounts when the charity has unconditional entitlement of the funds.

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.

Tangible fixed assets and depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Computer equipment	straight line over 4 years
Fixtures and fittings	straight line over 10 years

2. Staff costs

Staff costs were as follows:

	2021 £	2020 £
Salaries (Net)	47,630	46,225
HMRC	15,796	13,536
Pensions	995	1,059
	<u>64,421</u>	<u>60,820</u>

No employee was paid more than £60,000 per annum in either financial year.
The value of any voluntary staff time is not included in the accounts.

During the year the average number of staff employed by the charity was 4 (2019: 3).

WEST SUSSEX MEDIATION SERVICE

NOTES TO THE ACCOUNTS

YEAR ENDED 31st MARCH 2021

3. Tangible fixed assets

	Computer equipment £	Fixtures and fittings £	Total £
Cost			
At 1 April 2020	8,139	354	8,493
Additions	1,139	-	1,139
At 31 March 2021	<u>9,278</u>	<u>354</u>	<u>9,632</u>
Depreciation			
At 1 April 2020	7,724	354	7,724
Charge for the year	700	-	700
At 31 March 2021	<u>8,424</u>	<u>354</u>	<u>8,424</u>
Net book value			
31 March 2020	415	-	620
31 March 2021	854	-	854

4. Analysis of net assets between funds

	Unrestricted funds £	Restricted Funds £	At 31 March 2021 £
Fund balances at 31 March 2021 are represented by:			
Fixed assets	854	-	854
Net current assets	40,360	4,450	44,810
	<u>41,214</u>	<u>4,450</u>	<u>45,664</u>

5. Unrestricted fund

	At 1 April 2020 £	Incoming £	Outgoing £	Transfers £	At 31 March 2021 £
General unrestricted	31,049	84,984	88,374	-	26,214
Designated – contingency fund	15,000	-	-	-	15,000
	<u>46,049</u>	<u>84,664</u>	<u>88,374</u>	<u>-</u>	<u>41,214</u>

The general fund comprises the accumulated resources which may be expended without restriction in furtherance of the charity's objects.

The designated contingency fund has been established by the trustees to meet the liquidation costs in case of the need to wind up the charity.

WEST SUSSEX MEDIATION SERVICE

NOTES TO THE ACCOUNTS

YEAR ENDED 31st MARCH 2021

6. Restricted fund

	1 April 2020 £	Incoming £	Outgoing £	31 March 2021 £
Gatwick Area Community Trust	1,600	-	1,600	-
Allen Lane Foundation		4,000	-	4,000
People's Postcode Trust	2,400	-	2,400	-
Tesco Bags for Help (Covid-19)	-	500	500	-
People's Postcode Trust (Covid-19)	-	3,000	3,000	-
Awards for All (Covid-19)	-	8,553	8,414	139
Sussex Community Foundation (Covid-19)	-	625	625	-
North Horsham CLC (Printing)	311	-	-	311
	<u>4,311</u>	<u>16,678</u>	<u>16,539</u>	<u>4,450</u>

The purposes of the restricted income and expenditure funds are set out above.

7. Trustees expenses and remuneration

No trustee or any person connected with the trustees received any remuneration, other than bona fide expenses, during the year. There have been no transactions with any trustees or other related parties.

8. Independent Examiner fees

The Independent Examiner has waived her fees for the current year (2020: £nil).