

**HASTINGS AND ROTHER MEDIATION SERVICE**

**Registered Charity Number 1100825**

**Trustees' Report and Financial Statements**

**For the year ended 31st March 2016**

# HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

## Charity Information

### Trustees

Terry Fawthrop – Chair  
Andrew Colquhoun – Deputy Chair  
Sandra Dean (appointed 1st April 2015)  
Georgina Hardy  
Catherine Muller  
Kate Nash

### Nominated Representatives

Sussex Police  
Rother District Council  
Amicus Horizon

### Treasurer

Carl W Read FCCA

### Manager

Nicola Hawkins BSc (Hons)

### Address

Chichester Road  
St Leonards on-Sea  
East Sussex  
TN38 9BG

### Independent Examiners

Sellens French  
93 Bohemia Road  
St Leonards on Sea  
East Sussex  
TN37 6RJ

### Bankers

The Co-operative Bank  
PO Box 101  
1 Balloon Street  
Manchester  
M60 4EP

# HASTINGS AND ROTHER MEDIATION SERVICE

*Registered Charity Number 1100825*

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## **HASTINGS AND ROTHER MEDIATION SERVICE**

*Registered Charity Number 1100825*

### **Trustees' Report For the year ended 31st March 2016**

The trustees present their report and financial statements for the year ended 31st March 2016. The financial statements have been prepared in accordance with the accounting policies set out on page 5 and comply with the charity's trust deed and applicable law.

#### **Objectives and activities for the public benefit**

The object of the Trust is to develop constructive means of resolving conflicts in communities and within families. The Trust facilitates mediation and conciliation between persons, organisations and groups, primarily within the Hastings and Rother Area. Various schemes are run by the Trust and in conjunction with selected partners in order to ensure a broad outreach.

#### **Constitution**

The charity is governed by its constitution which was adopted on 10th October 2003. Revisions have been made in April 2004, June 2009 and March 2012.

#### **Trustees**

The following trustees have held office since 1st April 2015:

Terry Fawthrop – Chair  
Andrew Colquhoun – Deputy Chair  
Sandra Dean (appointed 1st April 2015)  
Georgina Hardy  
Catherine Muller  
Kate Nash

#### **Nominated Representatives**

Representatives from Sussex Police, Rother District Council and Amicus Horizon attend Trustees' meetings in an advisory but non-voting capacity. We are grateful for their support which we gladly acknowledge.

#### **Review of the financial position**

The Statement of Financial Activities is set out on page 3 and shows the financial position for the year together with the total reserves carried forward.

#### **Reserves Policy**

Restricted funds are set aside as shown in the Statement of Financial Activities on page 3. All other monies are treated as general funds and are utilised accordingly. The charity will aim to maintain at all times a free reserve up to 25% of its annual budget as an emergency reserve.

#### **Related Parties**

There are no connected charities.

*Continued...*

# HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

## Trustees' Report (continued) For the year ended 31st March 2016

### Trustees' Responsibilities

Registered charities are required by law to prepare financial statements for each financial year, the format of which will vary dependent upon the size and structure of the organisation. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are 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.

By order of the board

7 3 P. J. ...

Date 21/7/16

# HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

## Independent Examiner's Report For the year ended 31st March 2016

To the trustees of Hastings And Rother Mediation Service

I report on the financial statements of the Charity for the year ended 31st March 2016 as set out on pages 3 to 6.

### Respective Responsibilities of Trustees and Examiner

The Charity's Trustees 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 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the Act;
- follow the procedures laid down in the General Direction given by the Charity Commission under Section 145(5) of the Act; and
- state whether particular matters have come to my attention.

### Basis of Independent Examiner's Report


My 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 the 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

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

- 1 which gives me reasonable cause to believe that in any material respect the requirements ,
  - to keep accounting records in accordance with Section 130 of the Act; and
  - to prepare Accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
K Sellens FCA

Sellens French

Chartered Accountants & Registered Auditors

93 Bohemia Road

St Leonards on Sea

TN37 6RJ

11/1/2016



# HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

## Statement of Financial Activities For the year ended 31st March 2016

	Notes	Restricted Funds	Unrestricted Funds	2016	2015
		£	£	£	£
<b>INCOMING RESOURCES</b>					
Incoming Resources from Generated Funds					
Voluntary Income			41	41	250
Activities for Generating Funds			1,571	1,571	0
Investment Income			559	559	688
Incoming Resources from Charitable Activities					
Grants Received	3	5,384	148,860	154,244	147,675
Other Incoming Resources			0	0	0
<b>Total Incoming Resources</b>		<u>5,384</u>	<u>151,031</u>	<u>156,415</u>	<u>148,613</u>
<b>RESOURCES EXPENDED</b>					
4					
Costs of Generating Funds			4,538	4,538	5,929
Charitable Activities		5,384	128,806	134,190	135,651
Governance Costs			8,267	8,267	6,892
<b>Total Resources Expended</b>		<u>5,384</u>	<u>141,611</u>	<u>146,995</u>	<u>148,472</u>
<b>Net Incoming Resources</b>		0	9,420	9,420	141
<b>Reconciliation of Funds</b>					
Total Funds Brought Forward		0	30,262	30,262	30,121
<b>Total Funds Carried Forward</b>	4	<u>£0</u>	<u>£39,682</u>	<u>£39,682</u>	<u>£30,262</u>

There were no recognised gains or losses for either period other than those included in the Statement of Financial Activities.

# HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

## Balance Sheet As at 31st March 2016

	31st March 2016		31st March 2015	
	£	£	£	£
Current Assets				
Debtors and Prepayments		5,800		1,448
Cash at Bank and In Hand		54,394		34,537
		<u>60,194</u>		<u>35,985</u>
Creditors amounts falling due within one year				
Funds Received in Advance	10,000		0	
Other Creditors	<u>10,512</u>		<u>5,723</u>	
		20,512		5,723
Net Assets		<u><u>£39,682</u></u>		<u><u>£30,262</u></u>
Represented by:				
Accumulated Funds				
Restricted Funds		0		0
Unrestricted Funds		39,682		30,262
		<u><u>£39,682</u></u>		<u><u>£30,262</u></u>

The notes on pages 5 and 6 form part of these accounts

Approved by the trustees and signed on their behalf.

Trustee



Date

21/7/16



# HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

## Notes to the Accounts For the year ended 31st March 2016

### 1 Accounting Policies

The financial statements have been prepared on a going concern basis under the Historical Cost Convention, and include the results of the Charity's operations which are described in the Directors' and trustees' Report and all of which are continuing.

The financial statements have been prepared in compliance with applicable Accounting Standards.

#### Income

Voluntary income is accounted for when received by the charity. Grants are included in the period to which they relate.

#### Value Added Tax

Value Added Tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

### 2 Grants

	Restricted Funds	Unrestricted Funds	2016	2015
	£	£	£	£
Foreshore Trust	2,000	0	2,000	1,212
Police Fund		500	500	0
Awards for All (Big Lottery)	2,884	0	2,884	0
Sussex Community Foundation		2,000	2,000	0
Amicus Horizon		16,500	16,500	12,300
Orbit Housing Association		1,100	1,100	1,027
Trusthouse Charitable Foundation		5,000	5,000	0
Tudor Trust		15,000	15,000	30,000
Safer Partnership		1,000	1,000	2,000
PCC		23,000	23,000	7,000
Family Mediation Funding		64,717	64,717	57,308
Rother District Council		8,400	8,400	8,400
Sparks	500	0	500	0
Kelly Family Trust		0	0	5,000
Children in Need		11,643	11,643	11,528
ESCVS		0	0	500
Henry Smith Foundation		0	0	9,000
Community Development Fund		0	0	1,500
Small Grants Received (3 Grants)		0	0	900
	<u>5,384</u>	<u>148,860</u>	<u>154,244</u>	<u>147,675</u>

# HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

Notes to the Accounts (continued)  
For the year ended 31st March 2016

## 3 Resources Expended

	Restricted Funds	Unrestricted Funds	2016	2015
	£	£	£	£
Salaries and Wages	2,889	109,778	112,667	118,090
Payroll Charges		291	291	306
Volunteer/ Staff Expenses		5,036	5,036	5,788
Rent and Other Occupancy Costs		9,529	9,529	9,097
Training Costs	500	3,371	3,871	1,807
Postage and Stationery		2,907	2,907	3,294
Telephone and Internet Charges		2,480	2,480	2,222
Insurance		1,098	1,098	1,014
Subscriptions		3,785	3,785	2,817
Publicity/ Recruitment		272	272	573
Accountancy Fees		960	960	960
Legal and Professional Fees		0	0	0
Computers and Equipment	1,995	1,276	3,271	1,948
Bank Charges		242	242	354
Miscellaneous		586	586	202
	<u>5,384</u>	<u>141,611</u>	<u>146,995</u>	<u>148,472</u>

## 4 Reserves Policy

The charity will aim to maintain at all times a free reserve up to 25% of its annual budget as an emergency reserve. The purpose of this emergency reserve is to ensure that the charity can continue its operations in the event of an unforeseen crises in expenditure or interruption of income until the crisis has been effectively addressed.

	2016	2015
	£	£
<b>5 Debtors and Prepayments</b>		
Grants Receivable	5,800	1,448
Prepaid Expenditure	0	0
	<u>5,800</u>	<u>1,448</u>
<b>6 Funds Received in Advance</b>		
PCC	2,000	0
Training	4,000	0
Family Mediation funding	4,000	0
	<u>10,000</u>	<u>0</u>
<b>7 Creditors</b>		
Accrued Expenditure	10,512	5,723
	<u>10,512</u>	<u>5,723</u>

## 8 Related Party Transactions

During the period the trust occupied offices in Chichester Road, St Leonards on Sea. The offices are owned by a company which is under the control of Nicola Hawkins and members of her family. Rent was paid in respect of these premises during the accounting period at an amount significantly below the open market rate.