

Company number: 03785436 (England and Wales)
Registered Charity number: 1076166

MID MEDIATION AND COUNSELLING LTD
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

For the year ended 30 June 2016



MID MEDIATION AND COUNSELLING LTD
(A company limited by guarantee)

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MID MEDIATION AND COUNSELLING LTD
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COMPANY INFORMATION

Trustees

Mrs Rachel Lipscomb OBE JP (Chairman)
Mr Michael Clein JP (resigned 14/12/2015)
Ms Julia Fraser
District Judge Timothy Jenkins
Mrs Sally Kemmis-Betty
Mr Anthony Spiro JP
Ms Jill Trelfa
Mr Michael Kempner
Mrs Ann Flintham OBE JP (appointed 14/12/2015)

Secretary and Registered Office

Mr Michael Kempner
Templeton Lodge,
114 High Street,
Hampton Hill,
Middlesex, TW12 1NT

Registered Charity

1076166

Registered Company No:

03785436

Examining Accountant

Place Campbell
Chartered Accountants
Wilmington House
High Street
East Grinstead
West Sussex, RH19 3AU

Solicitors

Bates Wells & Braithwaite
Cheapside House
138 Cheapside
London, EC2V 6BB

Bankers

The Cooperative Bank plc
P O Box 101
1 Balloon Street
Manchester, M60 4EP

MID MEDIATION AND COUNSELLING LTD
(A company limited by guarantee)

REPORT OF THE TRUSTEE BOARD

The Trustee Board presents its report and financial statements for the year ended 30th June 2016.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

MiD Mediation and Counselling Ltd. is a company limited by guarantee (company No. 03785436) and is a Registered Charity (No. 1076166). The company was incorporated on 9th June 1999 and on 1st July 1999 took over all the undertakings, assets and liabilities of MiD Mediation and Counselling (Richmond and District) an unincorporated registered charity (No. 289271). The activities of MiD Mediation and Counselling are governed by the original Trust Deed of MiD Mediation and Counselling (Richmond and District) dated 20th February 1984.

Method of appointment or election of Trustees

New Trustees are elected by existing Trustees on the board. Trustees' posts are advertised in the local, national and voluntary newspapers and on websites. Trustees are invited for a probationary period then appointed by the Board of Trustees.

Policies adopted for the induction and training of Trustees

Trustees are offered training and development through other voluntary networks.

Organisational structure and decision making

The Charity is organized so that the Trustees meet regularly to manage its affairs. The day to day management is delegated to the Director and staff of Mid Mediation and Counselling Ltd.

Risk Management

The Trustees identify and review major risks that the Charity faces on a regular basis and have also examined other operational and business issues. Systems have been established to militate against significant risk.

CHARITABLE OBJECTIVES

The object of the Charity is to provide assistance through mediation for couples whose relationships appear to be breaking down and help in settlement of differences over associated matters, with particular attention given to the needs of any children. In support of these aims, the Charity also provides assistance to family members in need through adult and child counselling and mediation where children have become homeless through family breakdown.

FINANCIAL REVIEW

Review of the Company's Activities

During the year ended 30th June 2016 the Charity successfully continued to provide mediation services to families and counselling to adults and children in line with its objectives.

Income for the year ended 30th June 2016 exceeded expenditure by £5,139, which was slightly ahead of budget. The small reduction in income was matched by careful control of all costs and this continues to be closely managed. We anticipate that next year will be tough financially, but plans are in place and we have agreed a break-even budget.

The bright airy new premises continue to be a positive factor and we value the addition of the garden area.

We continue to develop mediation good practice and to reach out to schools and other relevant groups to let them know about our child and adult counselling and family communication work.

We have updated our website to make it more user friendly and responsive, and updated all our marketing materials, creating new mediation leaflets for wider distribution.

After many years of involvement and service the Trustees are very grateful for the significant contribution of Michael Clein who stepped down as a Trustee and Anne Mawer who retired as Executive Director. We welcomed Ann Flintham as a Trustee and Lucy Bassnett-McGuire as Executive Director.

Financial policies

The Charity currently operates the following policies set by the Trustees:

- income reserves are intended to be maintained at a minimum of 3 months income and a maximum of 6 months
- all reserve funds are currently held as cash on deposit with a Bank or Building Society
- the Charity makes no grants to other organisations, but it may waive or reduce fees to clients of the charity, based on their ability to pay

Trustee Board Members

The Members of the Trustee Board listed above are also Trustees of the company under the terms of the Companies Act 2006. Appointments of new Trustees are made by existing Trustees at a Trustees' Meeting. There shall be a minimum of eight Trustees and a maximum of fifteen. During the year, the Trustees were:

Mrs Rachel Lipscomb JP (Chairman)
Mr Michael Clein JP (resigned 14/12/2015)
Ms Julia Fraser
District Judge Timothy Jenkins
Mrs Sally Kemmis-Betty
Mr Anthony Spiro JP
Ms Jill Trelfa
Mr Michael Kempner
Mrs Ann Flintham OBE JP (appointed 14/12/2015)

The Trustees are actively recruiting additional Trustees to the Board.

No remuneration is paid to the Trustees.

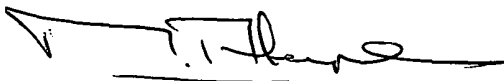
Statement of the Trustee Board's Responsibilities

Under the Companies Act 2006 the Trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the financial year and of the incoming resources and application of resources in the year. In preparing the statement, the Trustees are required to:

- ☐ select suitable accounting policies and then apply them consistently
- ☐ make judgments and estimates that are reasonable and prudent
- ☐ state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of accounts
- ☐ prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the company will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and which will enable the Trustees to ensure that any statement of account prepared by them complies with the requirements of the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of Trustees



Michael Kempner
Company Secretary

Date: 20th October 2016

MID MEDIATION AND COUNSELLING LTD
(A company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MID
MEDIATION AND COUNSELLING LTD**

I report on the accounts of the company for the year ended 30 June 2016 which are set out on pages 7 to 13.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed.

Having satisfied myself 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;

follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 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

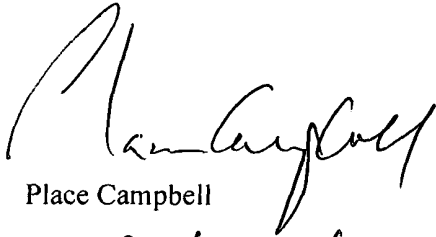
In connection with my examination, no matter has come to my attention:

1 which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

A handwritten signature in black ink, appearing to read "Alan Campbell". The signature is fluid and cursive, with a large initial "A" and a long, sweeping underline.

Place Campbell

Date 20/10/2016

MID MEDIATION AND COUNSELLING LTD

STATEMENT OF FINANCIAL ACTIVITIES
for the twelve months ended 30th June 2016

	Note	2016			2015
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
INCOME AND EXPENDITURE					
Incoming Resources	2				
Incoming Resources from generated funds					
Voluntary income:					
Grants	5	13,000	29,440	42,440	62,081
Donations		21,365	-	21,365	14,310
Patrons Scheme		2,665	-	2,665	3,915
		37,030	29,440	66,470	80,306
Investment Income	6	533	-	533	715
		37,563	29,440	67,003	81,021
Incoming resources from charitable activities					
Clients Payments		98,796	-	98,796	108,898
Homeless Family Mediation		-	-	-	-
Legal Aid Agency		23,193	-	23,193	23,441
CAFCASS		34,431	-	34,431	27,463
Community Mediation		92	-	92	5,240
		156,512	-	156,512	165,042
Other incoming resources					
VAT rebate		7,372	-	7,372	8,593
Total Incoming Resources		201,447	29,440	230,887	254,656
Resources Expended					
Charitable Expenditure:	8				
Mediation & Counselling		134,483	19,523	154,006	166,380
Other Expenditure:					
Governance costs		61,140	10,602	71,742	79,026
Total Resources Expended		195,623	30,125	225,748	245,406
Net movement in funds		5,824	(685)	5,139	9,250
Reconciliation of funds:					
Total funds brought forward 01/07/15		100,975	(7,999)	92,976	83,726
Total funds carried forward 30/06/16		106,799	(8,684)	98,115	92,976

There were no recognised gains or losses other than recorded above.

The accompanying notes are an integral part of this Statement of Financial Affairs.

MID MEDIATION AND COUNSELLING LTD
(a Company Limited by Guarantee)

BALANCE SHEET
as at 30th June 2016

	<u>Note</u>	<u>30.06.16</u>		<u>30.06.15</u>	
		£	£	£	£
FIXED ASSETS	9				
Office Equipment at cost		18,973		18,973	
Less: Depreciation		<u>18,475</u>	498	<u>18,309</u>	664
CURRENT ASSETS					
Debtors	10	31,794		21,803	
Cash at Bank		109,712		124,803	
Cash in Hand		<u>140</u>		<u>108</u>	
		141,646		146,714	
Creditors: Amounts falling due within one year	11	<u>44,029</u>		<u>54,402</u>	
Net Current Assets			97,617		92,312
		<u>98,115</u>		<u>92,976</u>	
REPRESENTED BY:					
FUNDS	3				
Unrestricted:					
Balance at 30th June 2015		92,976		83,726	
Surplus for the year		<u>5,139</u>		<u>9,250</u>	
Balance at 30th June 2016		<u>98,115</u>		<u>92,976</u>	

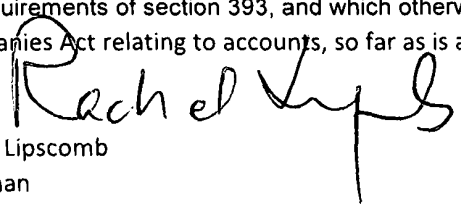
Audit Exemption

For the year ended 30th June 2016 the company was entitled to exemption from audit under Section 477 (2) of the Companies Act 2006

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for:

- i) Ensuring the company keeps accounting records which comply with section 386; and
- ii) 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 profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company


Rachel Lipscomb
Chairman

MID MEDIATION AND COUNSELLING LTD

(a Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30th June 2016

1. LIABILITY OF MEMBERS

The Company is Limited by Guarantee and has no Share Capital.

The Memorandum and Articles of Association provide that every member is liable to contribute a sum not exceeding £1 in the event of the Company being wound up while they are a member or within one year of ceasing to be a member. At the year end there were 9 members.

2. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and to comply with the Companies Act 2006 and also the Statement of Recommended Practice (SORP) for charities - "Accounting and Reporting by Charities" published by the Charity Commission in March 2005.

Tangible Fixed Assets

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

Equipment - Unrestricted funds 25% on reducing balance

Equipment - Restricted funds 100% on cost

Income

Income represents the amount receivable during the year, except for Income received by way of donations and tax refunds which are recorded in the accounts when received.

Direct Charitable Expenditure

Direct charitable expenditure includes all expenditure directly related to the objects of the charity. This includes support costs, which are the staffing and associated costs of supporting, monitoring and evaluating the work of the charity.

Other expenditure

Other expenditure is analysed under the Governance sub-heading and represents expenditure incurred in the management of the charity's assets, organisational administration, and compliance with constitutional and statutory requirements.

Fund Accounting

General unrestricted funds consist of funds which the charity may use for its purposes at its discretion. The charity's restricted funds are those where the donor has imposed a specific use on the use of the funds.

3. RESERVES

The charity's reserve policy is kept regularly under review. The policy is based upon a risk assessment of each source of income compared to the anticipated costs of the charity so as to maintain sufficient readily realisable reserves to cover future costs and commitments as well as to permit development of the charity's services.

4. RELATED PARTIES

No payments were made to the Trustees during the year.

MID MEDIATION AND COUNSELLING LTD
(a Company Limited by Guarantee)
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30th June 2016

5. GRANTS AND DONATIONS

	2016	2015
	£	£
Restricted Grant		
Children in Need	12,440	10,660
City Bridges Trust	12,750	12,000
Hampton Fuel Allotments	-	7,750
Richmond Churches Housing Trust	4,250	-
CAFCASS	-	3,000
	<u>29,440</u>	<u>33,410</u>
Unrestricted Grants		
Richmond Parish Lands	9,000	9,000
Barnes Workhouse Fund	4,000	3,800
London Borough of Richmond	-	15,871
	<u>13,000</u>	<u>28,671</u>
Unrestricted Donations		
Child counselling	10,135	9,220
Other		
	<u>10,135</u>	<u>9,220</u>
 Alfred Trust	 -	 1,000
Other donations	8,670	4,090
Gift Aid	2,560	-
	<u>11,230</u>	<u>5,090</u>
Total Grants and Donations	<u><u>63,805</u></u>	<u><u>76,391</u></u>

6. INVESTMENT INCOME

Investment income is solely derived from interest on the company's bank deposits.

7. TAXATION

No taxation has been provided for in the Financial Statements. As a Registered Charity, the income of the charity is exempt under Section 505 of the Income and Corporation Taxes Act 1988.

MID MEDIATION AND COUNSELLING LTD
(a Company Limited by Guarantee)
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30th June 2016

8.DIRECT CHARITABLE EXPENDITURE

	<u>Direct Charitable</u> <u>Expenditure</u>	<u>Governance</u>	<u>Total</u>
Salaries & NIC	60,583	27,076	87,659
Fees: Mediation	51,823		51,823
Fees: Counselling	18,072		18,072
Training & Supervision	15,953		15,953
Child Counselling	7,575		7,575
Postage, Stationery & Printing		4,126	4,126
Utilities		2,454	2,454
Rent		11,910	11,910
Marketing		3,020	3,020
Subscriptions		4,553	4,553
Insurance		518	518
Sundry Expenses		2,621	2,621
Book-keeping		4,600	4,600
Legal fees		-	-
Examiner's Remuneration		1,650	1,650
Repairs & Maintenance		4,400	4,400
Office equipment maintenance		4,648	4,648
Equipment Depreciation		166	166
	<u>154,006</u>	<u>71,742</u>	<u>225,748</u>

MID MEDIATION AND COUNSELLING LTD
(a Company Limited by Guarantee)
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30th June 2016

9. FIXED ASSETS

	Office Equipment £
Cost	
As at 30th June 2015	18,973
Acquisition	-
Disposal	-
As at 30th June 2016	<u>18,973</u>
Depreciation	
As at 30th June 2015	18,309
Charge for year	166
Disposal	-
As at 30th June 2016	<u>18,475</u>
Net Book Value	
As at 30th June 2016	<u><u>498</u></u>

10. DEBTORS

	2016	2015
	£	£
Income receivable	5,138	5,783
Deposits & Prepayments	26,656	16,020
	<u>31,794</u>	<u>21,803</u>

11. CREDITORS

Accruals	<u>44,029</u>	<u>54,402</u>
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MID MEDIATION AND COUNSELLING LTD
(a company limited by guarantee)
INCOME AND EXPENDITURE ACCOUNT
for the twelve months ended 30th June 2016

	<u>2016</u>		<u>2015</u>	
	£	£	£	£
<u>INCOME</u>				
Grants and Donations	63,805		76,391	
Clients Payments	98,571		108,416	
Legal Aid Agency	23,193		23,441	
Parenting Programme	34,431		27,463	
Community Mediation	92		5,240	
Patrons' Scheme	2,665		3,915	
Training	225		482	
Net income from VAT	7,372		8,593	
	<u>230,354</u>		<u>253,941</u>	
Deposit Interest	533		715	
		230,887		254,656
<u>EXPENSES</u>				
Salaries & NIC	87,659		88,147	
Fees: Mediation	51,823		60,227	
Fees: Counselling	18,072		21,897	
Training & Supervision	15,953		18,744	
Child Counselling	7,575		7,752	
Postage, Stationery & Printing	4,126		3,338	
Telephone	1,451		2,020	
Rent	11,910		19,660	
Marketing	3,020		1,809	
Subscriptions	4,553		3,378	
Insurance	518		2,349	
Light & Heat	1,003		2,280	
Sundry Expenses	2,621		2,238	
Book-keeping	4,600		650	
Legal Fees	-		597	
Office equipment maintenance	4,648		1,878	
Equipment Depreciation	166		222	
Examiner's Remuneration	1,650		1,400	
Repairs & Maintenance	4,400	225,748	6,820	245,406
	<u>225,748</u>		<u>245,406</u>	
Surplus for the Year		<u>5,139</u>		<u>9,250</u>