

HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

Trustees' Report and Financial Statements

For the year ended 31st March 2017

HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

Charity Information

Trustees

Terry Fawthrop - Chair
Andrew Colquhoun - Deputy Chair
Sandra Dean
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
91-97 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 2017

The trustees present their report and financial statements for the year ended 31st March 2017. 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 2016:

Terry Fawthrop - Chair
Andrew Colquhoun - Deputy Chair
Sandra Dean
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

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Trustees' Report (continued) For the year ended 31st March 2017

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



Date 30/8/17

HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

Independent Examiner's Report For the year ended 31st March 2017

To the trustees of Hastings And Rother Mediation Service

I report on the financial statements of the Charity for the year ended 31st March 2017 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.



Deborah A Hargreaves FCA

Sellens French

Chartered Accountants & Registered Auditors

91-97 Bohemia Road

St Leonards on Sea

TN37 6RJ

2017

HASTINGS AND ROTHER MEDIATION SERVICE*Registered Charity Number 1100825***Statement of Financial Activities
For the year ended 31st March 2017**

	<i>Notes</i>	Restricted Funds £	Unrestricted Funds £	2017 £	2016 £
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Voluntary Income			110	110	41
Activities for Generating Funds			5,770	5,770	1,571
Investment Income			505	505	559
Incoming Resources from Charitable Activities					
Grants Received	3	1,768	135,918	137,686	154,244
Other Incoming Resources			0	0	0
Total Incoming Resources		<u>1,768</u>	<u>142,303</u>	<u>144,071</u>	<u>156,415</u>
RESOURCES EXPENDED					
	4				
Costs of Generating Funds			4,702	4,702	4,538
Charitable Activities		1,768	128,101	129,869	134,190
Governance Costs			8,448	8,448	8,267
Total Resources Expended		<u>1,768</u>	<u>141,251</u>	<u>143,019</u>	<u>146,995</u>
Net Incoming Resources		0	1,052	1,052	9,420
Reconciliation of Funds					
Total Funds Brought Forward		0	39,682	39,682	30,262
Total Funds Carried Forward	4	<u>£0</u>	<u>£40,734</u>	<u>£40,734</u>	<u>£39,682</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 2017

	31st March 2017		31st March 2016	
	£	£	£	£
Current Assets				
Debtors and Prepayments		0		5,800
Cash at Bank and In Hand		56,733		54,394
		<u>56,733</u>		<u>60,194</u>
Creditors amounts falling due within one year				
Funds Received in Advance	11,000		10,000	
Other Creditors	<u>4,999</u>		<u>10,512</u>	
		15,999		20,512
Net Assets		<u><u>£40,734</u></u>		<u><u>£39,682</u></u>
Represented by:				
Accumulated Funds				
Restricted Funds		0		0
Unrestricted Funds		40,734		39,682
		<u><u>£40,734</u></u>		<u><u>£39,682</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

30/8/17

HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

Notes to the Accounts For the year ended 31st March 2017

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 £	2017 £	2016 £
Foreshore Trust		0	0	2,000
Police Fund		500	500	500
Awards for All (Big Lottery)		0	0	2,884
Sussex Community Foundation		3,000	3,000	2,000
Blagrove Trust		2,000	2,000	0
Hastings Lions	350	0	350	0
Francis and Eric Ford Charity		500	500	0
Amicus Horizon		12,000	12,000	16,500
Orbit Housing Association		1,150	1,150	1,100
Trusthouse Charitable Foundation		0	0	5,000
Tudor Trust		15,000	15,000	15,000
Safer Partnership		1,000	1,000	1,000
PCC		12,000	12,000	23,000
Family Mediation Funding		62,643	62,643	64,717
Rother District Council		8,400	8,400	8,400
Sparks	1,418	0	1,418	500
Roy Hudson Trust		500	500	0
Workplace Mediation		350	350	0
Children in Need		11,875	11,875	11,643
First Utility Foundation		5,000	5,000	0
	1,768	135,918	137,686	154,244

HASTINGS AND ROTHER MEDIATION SERVICE

Registered Charity Number 1100825

Notes to the Accounts (continued) For the year ended 31st March 2017

3 Resources Expended

	Restricted Funds £	Unrestricted Funds £	2017 £	2016 £
Salaries and Wages		113,672	113,672	112,667
Payroll Charges		288	288	291
Volunteer/ Staff Expenses		3,958	3,958	5,036
Rent and Other Occupancy Costs		8,085	8,085	9,529
Training Costs	500	1,813	2,313	3,871
Postage and Stationery		2,672	2,672	2,907
Telephone and Internet Charges		2,395	2,395	2,480
Insurance		1,077	1,077	1,098
Subscriptions		3,707	3,707	3,785
Publicity/ Recruitment		0	0	272
Accountancy Fees		960	960	960
Legal and Professional Fees		0	0	0
Computers and Equipment	1,268	1,651	2,919	3,271
Bank Charges		506	506	242
Miscellaneous		467	467	586
	1,768	141,251	143,019	146,995

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 crisis in expenditure or interruption of income until the crisis has been effectively addressed.

	2017 £	2016 £
5 Debtors and Prepayments		
Grants Receivable	0	5,800
Prepaid Expenditure	0	0
	0	5,800
6 Funds Received in Advance		
PCC	0	2,000
Training	0	4,000
Family Mediation funding	0	4,000
Blagrove Trust	11,000	0
	11,000	10,000
7 Creditors		
Accrued Expenditure	4,999	10,512
	4,999	10,512

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.