

WANDSWORTH MEDIATION SERVICE

**ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR
THE YEAR ENDED
31ST MARCH 2017**

CHARITY REGISTRATION No: 1102464

COMPANY REGISTRATION No: 4778659

Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
West Sussex
BN18 0AS

**WANDSWORTH MEDIATION SERVICE
(A COMPANY LIMITED BY GUARANTEE)**

CONTENTS

Pages 2 to 4	Report of the Directors
Page 5	Statement of Financial Activities
Page 6	Balance Sheet
Pages 7 to 10	Notes to the Financial Statements
Page 11	Independent Examiner's Report to the Trustees.

**WANDSWORTH MEDIATION SERVICE
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2017**

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1102464	
COMPANY REGISTRATION NUMBER	4778659	
START OF FINANCIAL YEAR	1st April 2016	
END OF FINANCIAL YEAR	31st March 2017	
DIRECTORS AT 31 MARCH 2017	Stephen Ruttie QC Andrew Pearson-Gee Russell Spargo Paul Perkin	Hilary Brodsky Anna Wright Millan Rajasooriar Clare de Beer
REGISTERED ADDRESS	St Mark's Durlie Hall Battersea Rise London SW11 1EJ	
GOVERNING DOCUMENT	Memorandum and Articles of Association incorporated 28th May 2003 as amended by Special Resolution dated 23rd February 2004.	
BANKERS	Barclays Bank PLC Leicester LE87 2BB	
INDEPENDENT EXAMINER	K M Thrift FCIE Independent Examiners Ltd Sovereign Centre Poplars Yapton Lane Walberton West Sussex BN18 0AS	

Report of the Trustees

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Structure, Governance and Management

Governing Document

The organisation, Wandsworth Mediation Service, is a company limited by guarantee, incorporated on 28 May 2003 and registered as a charity on 4 March 2004. The company was established under a Memorandum of Association, which established the objects and powers of the company, and is governed under its Articles of Association created on 3 May 2003 as amended by special resolution dated 23 February 2004. In the event of the company being wound up, the members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Trustees

Millan Rajasooriar and Clare de Beer were appointed during the financial year. The trustees are the directors of the company for the purposes of company law, as well as being charity trustees for the purposes of charity law. Given the nature of the charity's work, the trustees include those with experience in mediation and dispute resolution as well as other more traditional business skills.

Induction and Training of New Trustees

All the trustees are familiar with the practical work of the charity and regularly communicate with the staff members. Two of the trustees are also trustees of other charitable bodies.

**WANDSWORTH MEDIATION SERVICE
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2017**

Induction and Training of New Trustees

New trustees are provided with a short, informal training session (of no more than an hour) to familiarise themselves with the rationale for mediation, the history and experience of the charity, and the context within which it operates. The Induction training is provided by the Chair of the Board and covers:

- the obligations of Trustees;
- the main documents which set out the operational framework for the charity including the Memorandum and Articles of Association;
- resourcing and the current financial position as set out in the latest published accounts; and
- future plans and objectives.

Organisational Structure

The Board comprises eight trustees. Formal Board meetings take place around four times a year. The trustees are responsible for the strategic direction and policy of the charity. The charity operates from an office, rent free, in the Durie Hall of St. Mark's Church, Battersea Rise. The charity engages the services of a self-employed Case Manager, who works part-time, and a self-employed Case Worker, who also works part-time. The charity has the benefit of around forty volunteers.

Risk Management

The trustees are responsible for the management of the risks faced by the charity. Risks are identified and assessed and appropriate controls are established and, where necessary, amended throughout the year. The key controls used by the charity include:

- formal agenda for Board activity;
- maintenance of a risk register;
- strategic planning, budgeting and management accounting;
- established organisational structure and lines of reporting; and
- formal written policies.

Public Benefit

The focus of the activity in the year was promoting peace in the Borough of Wandsworth. The charity seeks to achieve this by equipping the local community to deal with conflict more positively by:

- (i) providing an accessible mediation service for the resolution of disputes; and promoting mediation and conflict resolution through training initiatives which seek to build the skills and awareness of the local community in the area of mediation and conflict resolution.
- (ii)

Objectives and Activities

Objectives and Aims

The company's objects and principal activities are:

- to promote for the public benefit, predominantly but not exclusively in the local area or community of the London Borough of Wandsworth, the provision of services directed towards mediation, conciliation or reconciliation as between persons, organisations, authorities or groups involved or likely to become involved in dispute or inter-personal conflict both generally and, in particular, in any situation where that dispute or conflict results from, or may lead to, acts of violence, nuisance, vandalism, racial abuse, unlawful activity or breakdown of public order;
- to advance for the public benefit the education of the public, particularly in the said local area or community of the London Borough of Wandsworth, in the purposes and methods of such mediation, conciliation, or reconciliation and in particular the understanding of the nature and causes of any such disputes or conflicts and of all means of managing them for the purposes of peaceful resolution in the interests of good citizenship.

**WANDSWORTH MEDIATION SERVICE
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2017**

Financial Review

Reserves Policy

Having reviewed the nature of the Income and expenditure streams, the need to match variable income with fixed commitments and the nature of the reserves, the trustees concluded that to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services, an unrestricted reserve equating to approximately two months' unrestricted fund expenditure is required. This has been adopted by the Board as the policy for reserves.

Investment Policy and Objectives

No investments are presently held. The charity does, however, have a policy of seeking to make the maximum risk-free returns on its cash balances consistent with ensuring that its operational effectiveness is maintained.

Statement of Director's responsibilities

The trustees (who are also the directors of Wandsworth Mediation Service for the purpose of company law) are responsible for preparing the Report of the Trustees and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

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

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. 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.

The Trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

I approve the attached statement of financial activities and balance sheet for the year ended 31 March 2017, and confirm that I have made available all information necessary for its preparation.

Date 8/12/2017

Signature M. Rajasooriar

Millan Rajasooriar

**WANDSWORTH MEDIATION SERVICE
(A COMPANY LIMITED BY GUARANTEE)**

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

Incorporating income and expenditure account

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2017/16 £	TOTAL 2016/15 £
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Voluntary Income	3a	2,776	-	2,776	6,143
Incoming Resources from Charitable Activities					
	3b	29,814	-	29,814	39,086
Other Incoming Resources	3c	996	-	996	3,033
TOTAL INCOMING RESOURCES		33,586	-	33,586	48,262
RESOURCES EXPENDED					
Charitable Activities	4a	42,851	-	42,851	30,251
Governance Costs	4b		-		600
TOTAL RESOURCES EXPENDED		42,851	-	42,851	30,851
NET INCOMING/ (OUTGOING) RESOURCES		(9,265)	-	(9,265)	17,411
Total Funds Brought Forward		15,212	-	15,212	(2,199)
TOTAL FUNDS CARRIED FORWARD		5,947	-	5,947	15,212

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 7 to 10 form part of these financial statements.

**WANDSWORTH MEDIATION SERVICE
(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET
AS AT 31 MARCH 2017**

	Note	Unrestricted Funds £	Restricted Funds £	31-Mar-17 Total £	31-Mar-16 Total £
Fixed Assets					
Tangible assets	2	-	-	-	-
Current Assets					
Stocks		-	-	-	-
Debtors	6	-	-	-	-
Cash at bank and in hand		6,547	-	6,547	15,812
Total Current Assets		6,547	-	6,547	15,812
Creditors: amounts falling due within one year	7	600	-	600	600
NET ASSETS		5,947	-	5,947	15,212
Funds of the Charity					
General Funds		5,947	-	5,947	15,212
Designated Funds		-	-	-	-
Restricted Funds		-	-	-	-
Total Funds		5,947	-	5,947	15,212

Directors' Responsibilities:

The directors are satisfied that for the year ended on 31st March 2017 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 11.

The director(s) acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements 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 and loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Directors on the ..

Signed on their behalf by Director MR Rajasooriar Milian Rajasooriar

**WANDSWORTH MEDIATION SERVICE
(A COMPANY LIMITED BY GUARANTEE)**

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

1. ACCOUNTING POLICIES

Basis of preparation:

The financial statements have been prepared in accordance with all applicable accounting standards, as modified by the SORP. The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Acts, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

Incoming Resources

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the Directors are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Incoming Resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Grants and Donations

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA in the same financial period as the gift to which they relate

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services has been delivered

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the Directors' annual report

Investment Income

This is included in the accounts when receivable.

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**WANDSWORTH MEDIATION SERVICE
(A COMPANY LIMITED BY GUARANTEE)**

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

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the Directors' meetings and cost of any legal advice to Directors on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

Changes in Accounting policies and previous accounts

There has been no change to the accounting policies (variation rules and methods of accounting) since last year, and no changes to the previous accounts

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Directors' best estimate of market value.

2. TANGIBLE FIXED ASSETS

		Unrestricted £	Restricted £	Total £
EQUIPMENT				
Cost Brought Forward	01-Apr-16	2,757	0	2,757
Additions during the year		0	0	0
Cost Carried Forward	31-Mar-17	<u>2,757</u>	<u>0</u>	<u>2,757</u>
Depreciation Brought Forward	01-Apr-16	2,757	0	2,757
Charge for the year		0	0	0
Depreciation Carried Forward	31-Mar-17	<u>2,757</u>	<u>0</u>	<u>2,757</u>
Net Book Value Carried Forward	31-Mar-17	<u>0</u>	<u>0</u>	<u>0</u>
Net Book Value Brought Forward	31-Mar-16	0	0	0

The annual commitments under non-cancellable operating leases and capital commitments are as

31st March 2017 : None

31st March 2016: None

**WANDSWORTH MEDIATION SERVICE
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2017**

3. INCOMING RESOURCES	Unrestricted Funds £	Restricted Funds £	TOTAL 2017/16 £	TOTAL 2016/15 £
a) Voluntary Income				
Donations General	2,776		2,776	6,143
	2,776	-	2,776	6,143
b) Incoming Resources from Charitable Activities				
Fees	17,814		17,814	20,455
Donations - In Kind	12,000		12,000	12,000
Subscriptions and Gift Aid			-	6,631
	29,814	-	29,814	39,086
c) Other Incoming Resources				
Other	996		996	3,033
	996	-	996	3,033
4. RESOURCES EXPENDED				
a) Charitable Activities				
Rent In Kind	12,000		12,000	12,000
Wages	17,552		17,552	10,731
Insurance	1,113		1,113	1,073
Telephone	1,202		1,202	775
Travel	20		20	-
Office Supplies	494		494	371
Sundries	5,505		5,505	15
Mediation Fees and Expenses	4,965		4,965	908
Training			-	4,378
	42,851	-	42,851	30,251
b) Governance Costs				
Accountancy Fees	600		600	600
	600	-	600	600

**WANDSWORTH MEDIATION SERVICE
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2017**

5. RESTRICTED FUNDS

There were no restricted funds held by the charity at the end of the financial period.

6. DEBTORS AND PREPAYMENTS

There were no Debtors or prepayments at the end of the financial period.

**7. CREDITORS AND ACCRUALS: AMOUNTS
FALLING DUE WITHIN ONE YEAR**

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-17 £	Total 31-Mar-16 £
Creditors and Deferred Income	0		0	3,033
Independent Examination Fees	600		600	600
	<u>600</u>	<u>0</u>	<u>600</u>	<u>3,633</u>

8. STAFF COSTS AND NUMBERS

	2017 £	2016 £
Gross Wages and Salaries	17,552	10,731
Pension Contributions	<u>17,552</u>	<u>10,731</u>

Employees who were engaged in each of the following activities:

	2017 TOTAL	2016 TOTAL
Activities in furtherance of organisation's objects	2	2

No employees received emoluments in excess of £50,000. No members of staff are paid through the PAYE system, The Case manager and Case Worker are both paid on a self employed basis.

9. DIRECTORS AND OTHER RELATED PARTIES

No payments were made to directors or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

10. RISK ASSESSMENT

The Directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

11. RESERVES POLICY

The Directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

12. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of Wandsworth Mediation Service on the accounts for the year ended 31st March 2017 set out on pages 3 to 10.

Respective responsibilities of trustees and examiner

As described on page 5, the Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for independent examination, it is my responsibility to:-

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

Basis of independent examiner's statement

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees 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.

K.M. Thrift FCIE
Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton.
West Sussex
BN18 0AS.



Date:

11th December 2017.