

Charity number: 1102464
Company number: 04778659
(England and Wales)

Wandsworth Mediation Service

Report of the Trustees and Unaudited Financial Statements

For the year ended 31 March 2018

Wandsworth Mediation Service
Contents Page
For the year ended 31 March 2018

Report of the Trustees	1 to 3
Independent Examiner's Report to the Trustees	4
Statement of Financial Activities	5
Statement of Financial Position	6
Notes to the Financial Statements	7 to 10

Wandsworth Mediation Service

Report of the Trustees

For the year ended 31 March 2018

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 March 2018. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015).

Governing Document

The organisation, Wandsworth Mediation Service, is a company limited by guarantee¹ 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

Milani Raasooriar 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.

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
- (II) promoting mediation and conflict resolution through training initiatives which seek to build
- (III) the skills and awareness of the local community in the area of mediation and conflict resolution.

Wandsworth Mediation Service
Report of the Trustees Continued
For the year ended 31 March 2018

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, organizations, 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.

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.

Wandsworth Mediation Service
Report of the Trustees Continued
For the year ended 31 March 2018

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity	Wandsworth Mediation Service
Charity registration number	1102464
Company registration number	04778659
Principal address	St Mark's Durie Hall Battersea Rise London SW11 1EJ

Trustees

The trustees and officers serving during the year and since the year end were as follows:

Rev PJS Perkin
Mr Stephen Ruttle
Mr Russ Spargo
Ms Hilary Suzanne Campbell Brodsky
Ms Clare Jane de Beer
Mr Milan Rajasooriar
Ms Anna Wright
Mr Andrew Pearson-Gee

Independent examiners

Andrew Alli ACMA
KARE Financial Management Consultants Ltd
38 Sherwood Road, North Bersted
Bognor Regis
West Sussex
PO22 9DR

Bankers

Metro Bank
1 Southampton Row
London
WC1B 5HA

Approved by the Board of Trustees and signed on its behalf by

Mr. Stephen Ruttle

30 November 2018

Wandsworth Mediation Service
Independent Examiners Report to the Trustees
For the year ended 31 March 2018

I report to the trustees on my examination of the accounts of the charitable company for the year ended 31 March 2018.

Responsibilities and basis of report

As the charity Trustees, who are also directors for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiners statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 to be reached.



Andrew Alli ACMA
KARE Financial Management Consultants Ltd
38 Sherwood Road, North Bersted
Bognor Regis
West Sussex
PO22 9DR

30 November 2018

Wandsworth Mediation Service
Statement of Financial Activities (including Income and Expenditure Account)
For the year ended 31 March 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 £	2017 £
Income and endowments from:					
Charitable activities	2	39,518	35,584	75,102	33,586
Total		39,518	35,584	75,102	33,586
Expenditure on:					
Charitable activities	3	(39,138)	(3,255)	(42,393)	(43,451)
Total		(39,138)	(3,255)	(42,393)	(43,451)
Net income/expenditure		380	32,329	32,709	(9,865)
Reconciliation of funds					
Total funds brought forward		6,547	-	6,547	15,812
Total funds carried forward		6,927	32,329	39,256	5,947

Wandsworth Mediation Service
Statement of Financial Position
As at 31 March 2018

	Notes	2018 £	2017 £
Current assets			
Cash at bank and in hand		39,856	6,547
		39,856	6,547
Creditors: amounts falling due within one year	5	(600)	(600)
Net current assets		39,256	5,947
Total assets less current liabilities		39,256	5,947
Net assets		39,256	5,947
The funds of the charity			
Restricted income funds	6	32,329	-
Unrestricted income funds	6	6,927	5,947
Total funds		39,256	5,947

For the year ended 31 March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statement were approved and authorised for issue by the Board and signed on its behalf by:

Mr Stephen Ruttle
Trustee

30 November 2018

Wandsworth Mediation Service
Notes to the Financial Statements
For the year ended 31 March 2018

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

Wandsworth Mediation Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Funds

Restricted and unrestricted funds

Restricted funds are those received for use on specific purposes. Expenditure which meets those criteria is allocated to that fund. Unrestricted funds are those received or generated that can be used for the general use of the charity

Incoming resources

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Liabilities are recognised as resources expended when there is a legal or constructive obligation committing the Charity to the expenditure:

2. Income from charitable activities

	Unrestricted funds	Restricted funds	2018	2017
	£	£	£	£
Commercial	13,194	-	13,194	-
Community Fees	2,263	-	2,263	17,814
Battersea Grant	-	30,000	30,000	-
Donations	9,149	-	9,149	2,776
Wandsworth Council grant (database)	-	5,584	5,584	-
	24,606	35,584	60,190	20,590
Other Income	2,912	-	2,912	996
*Donations - In Kind	12,000	-	12,000	12,000
	14,912	-	14,912	12,996
	39,518	35,584	75,102	33,586

*Donation - in kind relates to the provision of office accommodation by St. Marks Church, Battersea Rise with an estimated worth of £12,000 per annum.

Wandsworth Mediation Service
Notes to the Financial Statements Continued
For the year ended 31 March 2018

3. Costs of charitable activities by fund type

	Unrestricted funds £	Restricted funds £	2018 £	2017 £
Incoming Resources				
Travel	66	-	66	20
Staff costs - wages & salaries (WMS)	19,634	-	19,634	17,552
Printing, Postage, Stationery	127	-	127	494
Telephone Expenses	782	-	782	1,202
Computer	1,013	409	1,422	-
Sundries	1,717	-	1,717	5,505
Rent in Kind	12,000	-	12,000	12,000
Staff costs - wages & salaries (Battersea)	-	2,478	2,478	-
Battersea expenses	-	368	368	-
Mediation Fees and Expenses	891	-	891	4,965
Insurance	1,120	-	1,120	1,113
Training	750	-	750	-
Room Hire	438	-	438	-
Accountancy Fees	600	-	600	600
	39,138	3,255	42,393	43,451
	39,138	3,255	42,393	43,451

4. Staff costs and emoluments

Total staff costs for the year ended 31 March 2018 were:

	2018 £	2017 £
Salaries and wages	22,112	17,552
	22,112	17,552

5. Creditors: amounts falling due within one year

	2018 £	2017 £
Independent Examiners Fees	600	600
	600	600

Wandsworth Mediation Service
Notes to the Financial Statements Continued
For the year ended 31 March 2018

6. Movement in funds

Unrestricted Funds

	Balance at 01/04/2017	Incoming resources	Outgoing resources	Balance at 31/03/2018
	£	£	£	£
General	6,547	39,518	(39,138)	6,927
	6,547	39,518	(39,138)	6,927

Unrestricted Funds - Previous year

	Balance at 01/04/2016	Incoming resources	Outgoing resources	Balance at 31/03/2017
	£	£	£	£
General	15,812	33,586	(43,451)	5,947
	15,812	33,586	(43,451)	5,947

Restricted Funds

	Incoming resources	Outgoing resources	Balance at 31/03/2018
	£	£	£
Battersea Grant	30,000	(3,255)	26,745
Wandsworth Council grant (database)	5,584	-	5,584
	35,584	(3,255)	32,329

Restricted Funds - Previous year

Incoming resources	Outgoing resources	Balance at 31/03/2017
£	£	£
-	-	-

Wandsworth Mediation Service
Notes to the Financial Statements Continued
For the year ended 31 March 2018

Purpose of restricted funds

Battersea Grant

This is a grant from the Battersea Power Station Foundation of £30,000 per annum for 3 years (2017-2019) to set up a sister mediation service in East Battersea. The aim is to train and equip members of the community to resolve conflict, mediate and support their communities and families.

Wandsworth Council grant (database)

The Charity has received funds of £5,584 to cover the costs of setting up a database for case management, including the first year's licence fee. The database will help improve efficiency and enable the Charity to take on more cases.