

HASTINGS AND ROTHER MEDIATION SERVICE

**REPORT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED

31st MARCH 2019

CHARITY NO. 1100825

MANNINGTONS

Chartered Accountants

39 High Street

BATTLE

East Sussex

TN33 0EE

HASTINGS AND ROTHER MEDIATION SERVICE

INDEX TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019

	Page
Report of the Trustees	1 - 2
Report of the Independent Examiner	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 - 9

HASTINGS AND ROTHER MEDIATION SERVICE

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31st MARCH 2019**

The trustees present their report with the financial statements for the charity for the year. The financial statements have been prepared in accordance with the accounting policies set out on page 6 and comply with the charity's trust deed and applicable law.

TRUSTEES

The following trustees have held office during the year:

Terry Fawthorp	<i>Chair</i>
Sandra Garner	<i>Deputy Chair</i>
Jennifer Daniels	
Georgina Hardy	
Catherine Muller	
Kate Nash	
Fenella Tayler	

TREASURER

Carl W Read FCCA

MANAGER

Nicola Hawkins Bsc (Hons), AMCM

NOMINATED REPRESENTATIVES

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

GOVERNING DOCUMENT

The charity is an unincorporated association governed by its constitution which was updated on 9th October 2003. Revisions have been made in April 2004, June 2009 and July 2012.

REVIEW OF THE FINANCIAL POSITION

The Statement of Financial Activities is set out on page 4 and shows the financial position for the year together with the total reserves carried forward.

OBJECTS OF THE CHARITY

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.

RESERVES POLICY

Restricted funds are set aside as shown in the Statement of Financial Activities on page 4. All other monies are treated as general funds and are utilised accordingly. The charity will aim to maintain at all times a free reserve of up to 4 months running costs as an emergency reserve.

HASTINGS AND ROTHER MEDIATION SERVICE

REPORT OF THE TRUSTEES (Continued)
FOR THE YEAR ENDED 31ST MARCH 2019

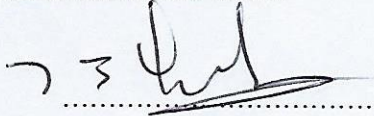
TRUSTEES' RESPONSIBILITIES

Registered charities are required by law to prepare financial statements for each financial year, the format of which will vary dependant 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 safe guarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board



..... Trustee

25/9/19..... Date

HASTINGS AND ROTHER MEDIATION SERVICE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HASTINGS AND ROTHER MEDIATION SERVICE

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st March 2019, which are set out on Pages 4 to 9.

Respective Responsibilities of Trustees

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

Respective Responsibilities of Independent Examiner's and Basis of the Report

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

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

- * the accounting records were not kept in accordance with section 130 of the Charities Act; or
- * the accounts did not accord with the accounting records; or
- * the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



R F Dennard FCA
Manningtons, Chartered Accountants
39 High Street
Battle, East Sussex TN33 0EE

Date: 23rd September 2019

HASTINGS AND ROTHER MEDIATION SERVICE

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31ST MARCH 2019

	Notes	Restricted £	Unrestricted £	Total 2019 £	2018 £
Incoming Resources					
Income from Generated Funds					
Voluntary Income		-	50	50	400
Activities for Generating Funds		-	830	830	4,510
Investment income	2	-	343	343	268
Income from Charitable Activities					
Grants Received	3	20,513	132,008	152,521	144,657
Total Incoming Resources		<u>20,513</u>	<u>133,231</u>	<u>153,744</u>	<u>149,835</u>
Resources Expended					
Cost of Generating Funds		-	-	-	4,952
Charitable Activities		20,513	121,002	141,515	135,675
Governance Costs	6	-	7,703	7,703	6,092
Total Resources Expended	4	<u>20,513</u>	<u>128,705</u>	<u>149,218</u>	<u>146,719</u>
Net Income/(Expenditure) for the Year		-	4,526	4,526	3,116
Transfers between Funds		-	-	-	-
Total Funds Brought Forward		-	43,850	43,850	40,734
Total Funds Carried Forward		<u>-</u>	<u>48,376</u>	<u>48,376</u>	<u>43,850</u>

The notes on Pages 6 to 9 form part of these Financial Statements.

HASTINGS AND ROTHER MEDIATION SERVICE

BALANCE SHEET AS AT 31st MARCH 2019

	Notes	2019 £	£	2018 £	£
Current Assets					
Debtors and Prepayments	7	900		2,770	
Cash at Bank and In Hand		<u>70,703</u>		<u>64,999</u>	
		71,603		67,769	
Creditors: amounts falling due within one year					
Funds Received in Advance	8	17,060		18,000	
Other Creditors	9	<u>6,167</u>		<u>5,919</u>	
		23,227		23,919	
Net current assets			48,376		43,850
Net Assets			<u>48,376</u>		<u>43,850</u>
Funds					
Unrestricted funds	10		48,376		43,850
Restricted funds	10		-		-
Total Charity Funds			<u>48,376</u>		<u>43,850</u>

The financial statements were approved by the Board of Trustees on
and signed on its behalf by

 Trustee 27/3/19
Date:

The notes on Pages 6 to 9 form part of these Financial Statements.

HASTINGS AND ROTHER MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019

1. Accounting Policies

1.1 Basis of preparation of accounts

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Hastings and Rother 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 notes.

1.2 Grants receivable, donations and similar incoming resources

Grants, donations and similar incoming resources are included in the year when received.

1.3 Investment and voluntary income

Income from investment and voluntary income is included in the Statement of Financial Activities in the year in which it is receivable.

1.4 Resources expended

Resources expended are included on an accruals basis and include Value Added Tax which cannot be recovered.

1.5 Governance costs

Expenditure on governance costs of the charity includes all expenditure not directly related to the charitable activity or fundraising ventures.

1.6 Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure meeting this criteria is charged to the fund.

1.7 Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

HASTINGS AND ROTHER MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2019

2. Investment income

	Restricted £	Unrestricted £	Total £	2018 £
Interest on deposits	-	343	343	268

3. Grants received

	Restricted £	Unrestricted £	Total £	2018 £
Magdalen and Lasher	-	-	-	350
Sussex Community Foundation	-	5,000	5,000	-
Blagrave Trust	-	13,000	13,000	13,000
Francis and Eric Ford Charity	-	500	500	500
Optivo	-	10,000	10,000	12,000
Orbit Housing Association	-	1,250	1,250	1,250
Hastings Borough Council	-	-	-	770
Garfield Weston	-	6,500	6,500	-
Hastings Roundtable	-	-	-	1,200
Safer Partnership	-	1,000	1,000	1,000
PCC	-	10,700	10,700	15,629
Family Mediation Funding	-	70,258	70,258	63,987
Rother District Council (Rother)	-	8,400	8,400	8,400
Rother District Council (Wealden)	-	2,650	2,650	-
NHS (Conquest Hospital)	-	750	750	750
Tesco (Groundwork)	-	-	-	2,360
Children in Need	20,513	-	20,513	20,111
Isabel Blackman Foundation	-	2,000	2,000	-
Chalk Cliff Trust	-	-	-	3,000
Hastings Rotary Club	-	-	-	350
	20,513	132,008	152,521	144,657

The Charity had six employees (2018 - six)

HASTINGS AND ROTHER MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2019

4. Resources expended

	Restricted £	Unrestricted £	Total £	2018 £
Salaries and Wages	18,129	76,949	95,078	111,140
Subcontract Costs	-	22,114	22,114	-
Payroll Charges	-	264	264	288
Database Costs	-	2,283	2,283	4,887
Rent and Other Occupancy Costs	1,313	8,441	9,754	9,092
Volunteer / Staff Expenses	765	4,984	5,749	5,076
Training Costs	306	503	809	377
Postage and Stationery	-	3,550	3,550	2,783
Telephone and Internet Charges	-	1,701	1,701	1,614
Subscriptions	-	4,115	4,115	3,977
Mediation Accreditation Fees	-	125	125	-
Independent Examiner's Fee	-	720	720	960
Computers and Equipment	-	745	745	4,341
Miscellaneous	-	492	492	385
Bank Charges	-	623	623	658
Insurance	-	1,096	1,096	1,141
	<u>20,513</u>	<u>128,705</u>	<u>149,218</u>	<u>146,719</u>

5. Reserves policy

The charity will aim to maintain at all times a free reserve of up to 4 months running costs as an emergency reserve. The purpose of this emergency 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.

6. Governance costs

	Unrestricted £	Total £	2018 £
Salaries and Wages	4,876	4,876	3,492
Postage and Stationery	1,420	1,420	1,113
Telephone and Internet Charges	681	681	646
Independent Examiner's Fee	288	288	384
Insurance	438	438	457
	<u>7,703</u>	<u>7,703</u>	<u>6,092</u>

Trustees are not remunerated and no expenses were paid to them in the period.

HASTINGS AND ROTHER MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2019

7. Debtors and prepayments

	2019 £	2018 £
Grants Receivable	900	2,770
Prepayments and accrued income	-	-
	<u>900</u>	<u>2,770</u>

8. Funds received in advance

	2019 £	2018 £
Isabel Blackman Foundation	-	2,000
Sussex Community Foundation	-	5,000
Garfield Weston	3,500	-
Family Mediation	2,560	-
Blgrave Trust	11,000	11,000
	<u>17,060</u>	<u>18,000</u>

9. Creditors: Amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	6,167	5,919
	<u>6,167</u>	<u>5,919</u>

Included in the above is restricted expenditure accruals of £Nil (2018 £Nil).

10. Funds

	2019 £	2018 £
Restricted	-	-
	<u>-</u>	<u>-</u>
Unrestricted		
Free reserves of the Charity	48,376	43,850
	<u>48,376</u>	<u>43,850</u>

11. 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 value.