

CAMBRIDGE FAMILY MEDIATION SERVICE

CHARITY NUMBER 1041476

COMPANY NUMBER 2975404

REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

STUART ARRANDALE
CHARTERED ACCOUNTANT

CAMBRIDGE FAMILY MEDIATION SERVICE
REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

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CAMBRIDGE FAMILY MEDIATION SERVICE

CHARITY NUMBER: 1041476

COMPANY REGISTRATION NUMBER

2975404 (ENGLAND)

A company limited by guarantee
not having a share capital

TRUSTEE/DIRECTORS

Chair

Mr Paul Hollow (resigned 29 August 2018)
Mrs Stacey Moar (appointed 29 August 2018)

Treasurer

Mrs Jackie Roberts
Mrs Juliet Harvey
Mrs Joanne Preston
Mrs Fiona Sharp (resigned 20 March 2019)
Mrs Elizabeth McClure Lewis
Ms Mary Coussey (appointed 7 November 2018)
Ms Deborah Hargreaves (appointed 29 August 2018)

COMPANY SECRETARY

Mr Quentin Baker (resigned 15 April 2019)

REGISTERED OFFICE

Essex House
71 Regent Street
Cambridge
CB2 1AB

REPORTING ACCOUNTANT

Stuart Arrandale
Chartered Accountant
23-25 Gwydir Street
Cambridge
CB1 2LG

BANKERS

CAFBANK Ltd
Kings Hill
West Malling
Kent
ME19 4TA

CAMBRIDGE FAMILY MEDIATION SERVICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their report and accounts for the year ended 31 March 2019.

PRINCIPAL ACTIVITY

The principal activity of the charitable company is to alleviate the hardship and distress of couples and other family members involved in separation or divorce and to preserve and protect the health, both mental and physical, of the adults and children involved.

The core values of our service are inclusiveness, acceptance and accessibility through the empowerment of parents, carers and children; quality and professionalism of service: and acting as a voice for the well-being of children.

As such we aim to help those experiencing relationship breakdown by providing accessible information and support for children, parents and carers from all cultures and communities. We have a special concern for listening to the voice of children and young people and supporting children and their parents or carers.

We aim to help separating couples to work together to resolve their financial and/or childcare problems by offering them a safe environment where their feelings are acknowledged and where they are encouraged to discuss and plan the future as constructively as possible.

In furthering these objectives we provide a range of services to couples involved in, or considering separation and divorce, to their children and other family members. These services will generally consist of:

- Information about all aspects of separation and divorce and the most appropriate means of helping children through parental separation
- Mediation with a view to helping couples to make decisions on practical arrangements for themselves and their children.
- Mediation in Special Educational Needs and Disability (SEND) cases
- Parenting programmes
- Family work

MEDIATION SERVICE

We employ six mediators. Two of our mediators are also Professional Practice Consultants and provide in-house Supervision.

As well as providing our core family mediation work, we continue to provide Special Educational Needs and Disability Mediation (SEND) for Cambridgeshire County Council. This contract will be re-tendered in Spring 2020.

CHILDREN'S SERVICE AND OTHER FAMILY SERVICES

The Trustees have reluctantly continued to suspend this Service for the time being and as it seems unlikely funding to restart will be available in the near future the accounting policy of allocating 5% of costs has ceased.

CAMBRIDGE FAMILY MEDIATION SERVICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

PARENTING PROGRAMMES

We continue to deliver the Separated Parenting Information Programmes (SPIP) aimed at helping parents to maximise their emotional support to children throughout the period of family separation and its aftermath. These are offered under a contract held with the Children and Family Court Advisory and Support Service (CAFCASS) with referrals ordered by the Judges of the local family court.

This contract was retendered in the autumn of 2017, and Cambridge Family Mediation Service formed a partnership with Leicester Relate to bid for a wider area (Cambridgeshire and Leicestershire). The new contract was secured and began in Spring 2018. Under the new contract, both partners can offer (SPIP) privately for a fee no greater than that paid by CAFCASS for court ordered clients.

FUTURE DEVELOPMENTS

We will continue to deliver our core Services as well as seek to develop and expand new areas of work. We intend to amend our charitable objects in recognition that workload has diversified. The Service as a whole continues to keep abreast of relevant activities at local and national level. New areas anticipated are Inheritance Mediation and Workplace Mediation as these are increasingly affecting local families.

REVIEW OF TRANSACTIONS AND FINANCIAL POSITION

The Trustees gratefully acknowledge the support given to the charity during the financial year. Grants and donations have been received from Councils, Cambridge Colleges, trusts and organisations and individual donors. Many other friends and supporters have contributed time, skill and energy towards the running of the Service.

Net income for the year was £201,670 (2018: £205,607). Direct charitable expenditure amounted to £179,649 (2018: £216,310) and establishment and administration costs were £1,450 (2018: £1,470). The net incoming /(outgoing) resources for the year were £20,571 (2018: £(12,173)) and after adding this to reserves brought forward of £45,246 there remain reserves of £65,817 available for carry forward at 31 March 2019.

The allocation of administration and establishment costs is as described in the Accounting Policy Note.

CAMBRIDGE FAMILY MEDIATION SERVICE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019

TRUSTEES

The charity is managed by an executive committee which reports to quarterly meetings of Trustees. The Trustees have the power to fill any vacancies that arise during the year which are then confirmed by the members at the next Annual General Meeting. The charity is a company limited by guarantee not having a share capital. The Trustees receive no remuneration, dividend, bonus or other benefit either directly or indirectly.

TRUSTEES RESPONSIBILITIES

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit for that year. In preparing the financial statements the trustees have:

- Selected suitable accounting policies and applied them consistently;
- Made judgements and estimates that are reasonable and prudent;
- Stated whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements; and
- Prepared the financial statements on the going concern basis.

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

RESERVES POLICY

The charity aims to hold sufficient general funds to cover the cost of running the charity for three months.

POST BALANCE SHEET EVENTS

There are no Post Balance Sheet Events to be reported.

Signed on behalf of the Trustees on 11 June 2019.



Mrs Stacey Moar
Director

ACCOUNTANT'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF
CAMBRIDGE FAMILY MEDIATION SERVICE

I report on the accounts for the year ended 31 March 2019, which are set out on pages 7 to 12.

Respective responsibilities of directors and reporting accountants

As described on page 5 the trustees, who are also the directors of Cambridge Family Mediation Service for the purposes of company law, are responsible for the preparation of the accounts, and they consider that the company an audit is not required for this year and that an independent examination under section 144 of the Charities Act 2011 is needed. It is my responsibility to:

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

Basis of statement

My work was carried out in accordance with 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 which gives me reasonable cause to believe that in any material respect, the requirements:

- 1. to keep accounting records in accordance with section 130 of the Charities Act, and
- 2. to prepare accounts which accord with the accounting requirements of the charities Act

have not been met, or to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.



STUART ARRANDALE
Chartered Accountant
23-25 Gwydir Street
Cambridge
CB1 2LG

11 June 2019

CAMBRIDGE FAMILY MEDIATION SERVICE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2019

	<u>NOTES</u>	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
INCOME AND EXPENDITURE					
INCOMING RESOURCES					
Donations	1c	4,228	-	4,228	428
Incoming resources from operating activities in furtherance of the charity's objects		197,075	-	197,075	197,706
Incoming resources from other activities for generating funds	1c	330	-	330	7,458
Investment income		<u>37</u>	<u>-</u>	<u>37</u>	<u>15</u>
TOTAL INCOMING RESOURCES		201,670	-	201,670	205,607
Cost of generating funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET INCOMING RESOURCES AVAILABLE FOR CHARITABLE APPLICATION		<u>201,670</u>	<u>-</u>	<u>201,670</u>	<u>205,607</u>
RESOURCES EXPENDED					
Direct charitable expenditure	3	179,649	-	179,649	216,310
Establishment and Administration	4	<u>1,450</u>	<u>-</u>	<u>1,450</u>	<u>1,470</u>
TOTAL RESOURCES EXPENDED		<u>181,099</u>	<u>-</u>	<u>181,099</u>	<u>217,780</u>
NET INCOMING /(OUTGOING) RESOURCES BEFORE TRANSFERS		20,571	-	20,571	(12,173)
Gross transfer between funds Of the charity		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET INCOMING /(OUTGOING) RESOURCES FOR THE YEAR	2	20,571	-	20,571	(12,173)
Balances brought forward					
At 1 April 2018		<u>43,392</u>	1,854	<u>45,246</u>	57,419
Balances carried forward					
At 31 March 2019		<u>63,963</u>	<u>1,854</u>	<u>65,817</u>	<u>45,246</u>

There have been no acquisitions or discontinued operations during the current or preceding years.
The notes on page 9 to 12 form part of these accounts.

CAMBRIDGE FAMILY MEDIATION SERVICE
BALANCE SHEET
AS AT 31 MARCH 2019

	<u>NOTES</u>	<u>2019</u>		<u>2018</u>	
		£	£	£	£
FIXED ASSETS	6		1,488		4,418
CURRENT ASSETS					
Debtors	7	15,523		19,453	
Cash and Bank		<u>62,492</u>		<u>34,767</u>	
		78,015		54,220	
CURRENT LIABILITIES					
Creditors falling due within one year	8	<u>13,686</u>		<u>13,392</u>	
NET CURRENT ASSETS			<u>64,329</u>		<u>40,828</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>£65,817</u>		<u>£45,246</u>
INCOME FUNDS					
Restricted funds	10		1,854		1,854
Unrestricted funds			<u>63,963</u>		<u>43,392</u>
			<u>£65,817</u>		<u>£45,246</u>


For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

Approved by the directors on 11 June 2019 and signed on their behalf.

Mrs Jackie Roberts..........(Treasurer)
The notes on pages 9 to 12 form part of these accounts.

CAMBRIDGE FAMILY MEDIATION SERVICE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES

a) BASIS OF PREPARATION OF ACCOUNTS

These accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014.

b) DEPRECIATION

Fixed Assets are depreciated on a straight line basis at the following rates:
Office equipment 25%

c) GRANTS, DONATIONS AND OTHER INCOME

Income from grants, donations and other income has been allocated to the accounting year in which it is receivable.

d) ALLOCATION OF COSTS

Direct charitable expenditure comprises all expenditure directly relating to the objects of the charity. Establishment and administration of the charity comprises administration of the charity and other costs which should not be treated as direct charitable expenditure. Establishment costs, management salaries and administration costs are allocated to the Mediation Service and Other Family Services in the ratios 75:25.

2. NET INCOMING/(OUTGOING) RESOURCES

The net incoming/(outgoing) resources before transfers for the year is arrived at after:

	<u>2019</u>	<u>2018</u>
	£	£
Reporting Accountant's fee	950	970
Combined liability insurance	1,308	1,033
Depreciation	<u>2,930</u>	<u>2,930</u>

3. DIRECT CHARITABLE EXPENDITURE	Unrestricted funds	Restricted funds	Total	
	£	£	2019	2018
			£	£
<u>Mediation Service</u>				
Mediators' salaries	49,458	-	49,458	49,441
Non-practitioner salaries	28,099	-	28,099	41,549
Establishment and admin costs	33,378	-	33,378	34,872
Training, affiliation and travel	<u>2,706</u>	<u>-</u>	<u>2,706</u>	<u>3,972</u>
	<u>113,641</u>	<u>-</u>	<u>113,641</u>	<u>129,834</u>

CAMBRIDGE FAMILY MEDIATION SERVICE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

3. DIRECT CHARITABLE EXPENDITURE	Unrestricted funds £	Restricted funds £	Total 2019 £	2018 £
<u>Children's Service</u>				
Establishment and admin costs	-	-	-	-
<u>Other Family Services</u>	£	£	£	£
Practitioners' salaries	45,516	-	45,516	61,002
Non-practitioner salaries	9,366	-	9,366	13,850
Establishment and admin costs	<u>11,126</u>	-	<u>11,126</u>	<u>11,624</u>
	<u>66,008</u>	-	<u>66,008</u>	<u>86,476</u>
Total	<u>179,649</u>	-	<u>179,649</u>	<u>216,310</u>

4. ESTABLISHMENT AND ADMINISTRATION	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
<u>Establishment</u>				
Rent and rates	18,434	-	18,434	16,073
Repairs and maintenance	1,671	-	1,671	3,573
Telephone	1,719	-	1,719	1,727
Printing, post & stationery	5,193	-	5,193	6,191
Heat and light	1,555	-	1,555	1,422
<u>Administration</u>				
Bookkeeping	2,817	-	2,817	3,706
Insurance	1,308	-	1,308	1,033
Consultants expenses	3,236	-	3,236	3,259
Depreciation office equipment	2,930	-	2,930	2,930
Sundry	<u>5,641</u>	-	<u>5,641</u>	<u>6,568</u>
	<u>44,504</u>	-	<u>44,504</u>	<u>46,496</u>
Allocated to the Mediation Service	(33,378)	(-)	(33,378)	(34,872)
Allocated to the Children's Service	(-)	(-)	(-)	(-)
Allocated to the Other Family Services	<u>(11,126)</u>	(-)	<u>(11,126)</u>	<u>(11,624)</u>

CAMBRIDGE FAMILY MEDIATION SERVICE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

4. ESTABLISHMENT AND ADMINISTRATION	Unrestricted funds	Restricted funds	Total 2019	Total 2018
Financial and professional	£	£	£	£
Independent examination	950	-	950	970
Trustees meetings	500	-	500	500
Legal and professional	-	-	-	-
	<u>1,450</u>	<u>-</u>	<u>1,450</u>	<u>1,470</u>
Total Administration	<u>1,450</u>	<u>-</u>	<u>1,450</u>	<u>1,470</u>

5. TAXATION

All income from the charity's trading activities is applied for the purposes of the charity. The charity is therefore exempt from income tax and corporation tax

6. FIXED ASSETS	Leasehold Improvements	Office Equipment	Total
Cost	£	£	£
At 1 April 2018	11,163	24,027	35,190
Additions	-	-	-
At 31 March 2019	<u>11,163</u>	<u>24,027</u>	<u>35,190</u>
Depreciation			
At 1 April 2018	11,163	19,609	30,772
Charge for year	-	2,930	2,930
At 31 March 2019	<u>11,163</u>	<u>22,539</u>	<u>33,702</u>
Net 31 March 2019	<u>-</u>	<u>1,488</u>	<u>1,488</u>
Net 31 March 2018	<u>-</u>	<u>4,418</u>	<u>4,418</u>

7. DEBTORS	2019	2018
	£	£
Trade debtors	10,530	13,520
Other debtors and prepayments	<u>4,993</u>	<u>5,933</u>
	<u>15,523</u>	<u>19,453</u>

CAMBRIDGE FAMILY MEDIATION SERVICE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

8. CREDITORS: Amounts falling due within	<u>2019</u>	<u>2018</u>
one year	£	£
Trade creditors	2,247	3,519
Other taxation and social security	<u>11,439</u>	<u>9,873</u>
	<u>13,686</u>	<u>13,392</u>

9. OTHER COMMITMENTS

At 31 March 2019 the charity had annual commitments under non-cancellable operating leases as follows:

Land and buildings	<u>2019</u>	<u>2018</u>
Expiry date		
Within one year	£-	£-
Within two to five years	<u>£14,500</u>	<u>£14,500</u>

A five-year lease was agreed in December 2017 running to December 2022.
There were no capital commitments at the balance sheet date.

10. RESTRICTED FUNDS	<u>2019</u>	<u>2018</u>
	£	£
Law Services Commission	<u>1,854</u>	<u>1,854</u>

11. TRUSTEES AND EMPLOYEES

There were 10 employees during the year (2018: 11) each earning less than £40,000 p.a.

There were no transactions with the trustees who receive no emoluments.

12. CONTINGENT LIABILITIES

The charity has no contingent liabilities.