

# THE MAIDSTONE MEDIATION AND REPARATION SCHEME

England & Wales · Charity number 1052104

## Details

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Other names	MAIDSTONE MEDIATION
Status	Registered
Legal form	Other
Registered	1996-01-23
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Community Support Centre Marsham Street Maidstone ME14 1HH
Phone	01622692843
Email	<a href="mailto:maidstonemediation@gmail.com">maidstonemediation@gmail.com</a>
Website	<a href="http://maidstonemediation.co.uk">maidstonemediation.co.uk</a>

## Activities

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**Objects:** TO PROMOTE FOR THE PUBLIC BENEFIT AND FOR THE BETTER PRESERVATION OF PUBLIC ORDER THE PROVISION OF SERVICES DIRECTED TOWARDS MEDIATION, CONCILIATION OR REPARATION BETWEEN PERSONS, ORGANISATIONS OR GROUPS WHO ARE INVOLVED IN DISPUTES ARISING FROM CRIMINAL ACTIVITY OR INTER-PERSONAL CONFLICT.

**Activities:** We offer mediation services for neighbours, victim and offenders, parents and teenagers, anger management and peer mediation in schools. All these in the Maidstone Council area and part of the Tonbridge & Malling Council area.

## Classification

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- **How:** Provides Services
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People, The General Public/mankind

## Geography

- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£42,806	£58,655	-	-
2024-03-31	£44,136	£61,337	-	-
2023-03-31	£45,100	£62,851	-	-
2022-03-31	£77,473	£81,942	-	-
2021-03-31	£50,466	£83,421	-	-

## Trustees

Name	Role	Appointed
<b>CLIVE ENGLISH CLLR</b>	Chair	2022-02-09
Andrew Stringer		2019-04-01
Brian Vizzard		2016-01-01
Francis Ann Kemp		2019-04-01
GEOFFREY WILLCOX Treasurer		2022-02-09

**THE MAIDSTONE MEDIATION AND REPARATION SCHEME**

England & Wales - Charity number 1052104

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# Accounts

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**Charity number: 1052104**

## **Maidstone Mediation and Reparation Scheme**

**Unaudited**

**Trustees' report and financial statements**

**Year ended 31 March 2025**

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**Reference and administrative details of the Charity, its trustees and advisers for the year ended 31 March 2025**

**Trustees**

Chairman	Cllr Clive English
Secretary	Mrs Pat Jeffery
Treasurer	Mr Geoff Willcox

Members	Sgt. Andrew Stringer (Maidstone Police) Mr Bryan Vizzard (JP) Retired Ann Kemp (Tonbridge & Malling)
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**Registered Charity number 1052104**

**Office**

Maidstone Community Support Centre  
Marsham Street  
Maidstone  
ME14 1HH

**Manager**

Mrs Amanda Bell

**Independent Examiner**

Amy Hassall FCCA

**Bankers**

CAF Bank  
25 Kings Hill Avenue Kings Hill  
West Malling  
Kent  
ME19 4JQ  
Telephone: 03000 123 222.

## **Trustees' report**

### **For the year ended 31 March 2025**

The Trustees present their annual report together with the financial statements of Maidstone Mediation and Reparation Scheme (the charity) for the year ended 31 March 2025. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2015.

### **Structure, governance and management**

#### **a. Constitution**

The organisation was originally established as a voluntary organisation in September 1989 and registered as a charity in 1992. The Charity and its operation is governed by its Constitution.

#### **b. Method of appointment or election of Trustees**

Under the Constitution the Trustees are elected to serve on the Management Committee at each Annual General Meeting.

### **Objectives and Activities**

#### **a. Policies and objectives**

##### Objectives

Maidstone Mediation Scheme provides a free and confidential mediation service to the local community and its citizens. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of a mediator who is a neutral third party.

##### Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission on public benefit.

In particular, the charity:

- provides a free, impartial and confidential service to help people involved in disputes
- reduces the potential of violence, harassment, stress and tension within the community
- promotes, for public benefit and for the better preservation of public order, the provision of mediation services for persons or groups, involved in or likely to become involved in disputes which may lead to acts of nuisance, vandalism, breach of peace, and to advance the education of the public in the methods of mediation and, in particular the nature and causes of such disputes or conflicts.

#### **b. Activities for achieving objectives**

The Charity's operations are directed from the Community Support Centre in Maidstone. The Management Committee meets on a regular basis and is responsible for the management of the Charity. The mediation activities are undertaken by staff and 14 volunteers who are recruited, trained, supported and supervised by dedicated co-ordinators. Funding for the Charity has been provided by the Local Borough Councils, Housing Associations, Donations, Grants, and various training activities.

We are extremely grateful for the support of all our funders.

## **Trustees' report (continued)**

### **For the year ended 31 March 2025**

Areas of work are:

- Neighbourhood mediation – Which is designed to resolve conflicts in the local community, particularly neighbours.
- Peer mediation and student conflict mediation in schools - We have 20 schools with peer mediators.
- Anger management courses - These are delivered with young people in schools and older people in the office, one-to-one as part of the work with individuals to help them resolve and prevent conflicts.
- Family mediation -We mediate between young people and their parents and with parents regarding child access
- Mediation for conflicts in the workplace.

### **Partnership**

We work in partnership with multi- agency groups, including, The Safer Maidstone Partnership, Maidstone Borough Council, Tonbridge and Malling Borough Council, Tonbridge and Malling Crime and Disorder reduction Partnership, Medway Council, The Police & Housing Associations.

### **Achievements and performance**

#### **a. Review of activities**

The results for the year are set out on page 8

The loss for the year is £15,849.55

Reserves as of 31 March 2025 amounted to £39,817.82

### **Financial review**

#### **a. Reserves policy**

The Board of Trustees have established a policy whereby the unrestricted free reserves held by the Charity should be maintained at a level where it is considered that a broad business base can be laid for the Charity to continue its current activities and to explore the options for the future expansion in either restricted and/or non-restricted areas of funded activities.

The unrestricted reserves amounted to £39,817.82 as at 31 March 2025, which is within the current target range based on 12 months of total unrestricted incoming resources. The policy is monitored and reviewed annually.

£20,000 is reserved in the CAF Gold account should there ever be a need for a redundancy payment to staff, as well 3 month's rent arrears liability.

### **Plans for the future**

#### **a. Future developments**

The Charity continues to look for opportunities to promote the use of mediation to resolve conflicts, restore peace and improve community cohesion.

We will be looking to offer mediation to help with any conflict situation.

We are also working collaboratively with a number of other organisations, bidding and tendering to deliver activities on a consortia basis county wide.

**Independent examiner's report  
For the year ended 31 March 2025**

**Independent examiner's report to the Trustees of Maidstone Mediation and Reparation Scheme**

This report is on the financial statements of Maidstone Mediation and Reparation Scheme for the period for the year ended 31st March 2025.

**Responsibilities of the Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts and financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year. The Trustees' considered that an audit for this year, under section 144(2) of the Charities Act 2011, is not required and that an independent examination is needed.

**Basis of this Report**

As the appointed Independent Examiner, having satisfied myself that the Charity was not subject to audit under Company Law, and therefore eligible for an independent examination, it was my responsibility to:

- examine the accounts
- to follow the procedures laid down in the General Directions given by the Charity Commission
- to state whether any particular matters have come to my attention
- to state whether the annual report is consistent with the financial statements

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention which, in my opinion, should be drawn in order to enable a proper understanding of the accounts to be reached.

The examination includes a review of the accounting records kept by Maidstone Mediation Scheme and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and, where necessary, seeking clarification from the Trustees

In my opinion:

The financial statements give a true and fair view of the state of the Charity's affairs as at 31<sup>st</sup> March 2025 of its incoming resources and application of those resources.

Therefore, the requirements to keep accounting records and to prepare accounts in accordance with the Recommended Practice of Accounting and Reporting by Charities have been met.

**A Hassall FCCA  
Independent Examiner**

## **Notes to the Financial Statements for the year ended 31<sup>st</sup> March 2025**

### **Basis of Accounting**

The financial information has been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP200) issued in October 2000 and applicable accounting standards.

### **Funds**

General funds represent the funds of the Charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Charity. Funds designated for a particular purpose by the Charity are also unrestricted.

Restricted funds are those funds that must be spent for the purpose for which they have been given and details of the funds held, and their respective restriction, are provided in the relevant notes.

The financial statements include all transactions, assets and liabilities for which the Maidstone Mediation Scheme is responsible in law.

### **Incoming resources**

Service agreements with Borough Councils, Housing Associations and Grants and donations are accounted for when paid over,

### **Resources used**

All resources used are accounted for when paid over.

### **Assets - office equipment**

Equipment used within the office of the Charity will be capitalised and depreciated on a straight-line basis over their anticipated useful economic life. Minor items of equipment with a purchase price of under £500 are written off when the asset is acquired.

### **Current assets**

Current assets include cash held on deposit at the bank. Interest entitlements are accounted for as they accrue.

**Maidstone Mediation and  
Reparation Scheme**

**Statement of financial activities (incorporating income and expenditure)  
Year ended 31 March 2025**

		Unrestrict ed funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
<b>Incoming resources</b>					
Incoming resources from generated funds:					
Voluntary income	2	42,205		42,205	43,503
Investment income	3	601		601	633
		<hr/>		<hr/>	
<b>Total incoming resources</b>		<b>42,806</b>		<b>42,806</b>	44,136
		<hr/>		<hr/>	
<b>Resources expended</b>					
Charitable activities	4	58,655		58,655	61,337
Governance costs					
Partnership cost					
		<hr/>		<hr/>	
<b>Total resources expended</b>		<b>58,655</b>		<b>58,655</b>	61,337
		<hr/>		<hr/>	
<b>Net income / (Expenditure) before transfers</b>		<b>(15,849)</b>		<b>(15,849)</b>	(17,201)
Transfers between Funds		-	-	-	-
		<hr/>		<hr/>	
<b>Net movement in funds for the year</b>					

**Total funds at 1 April 2024 = £ 55,667**

**Total funds at 31 March 2025 = £39,818**

The notes on pages 10 to 15 form part of these financial statements.

**Charity number 1052104**

**Balance sheet  
As at 31 March 2025**

	<b>Note</b>	<b>2025 £</b>	<b>2024 £</b>
<b>Fixed assets</b>			
Tangible assets	<b>10</b>		
<b>Current assets</b>			
Debtors	<b>11</b>		
Cash at bank and in hand		<b>39,818</b>	55,667
<b>Creditors:</b> amounts falling due within one year	<b>12</b>		
<b>Net assets</b>		<b>39,818</b>	55,667
<b>Charity Funds</b>			
Unrestricted funds	<b>13</b>	<b>39,818</b>	55,667
<b>Total funds</b>		<b>39,818</b>	55,667

The financial statements were approved by the Trustees on 01 September 2025 and signed on their behalf by: Cllr Clive English - Chairman

The notes on pages 10 to 15 form part of these financial statements.

**Notes to the financial statements**  
**Year ended 31 March 2025**

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2015, applicable accounting standards...

**1.2 Charity status**

Maidstone Mediation is a registered charity No.1052104

**1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 Incoming resources**

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

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of receipt from HMRC.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

**Notes to the financial statements**  
**Year ended 31 March 2025**

**1. Accounting policies (continued)**

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment - 33% on cost

**1.7 Taxation**

As a registered charity no provision is considered necessary for taxation.

**2. Voluntary income**

	Restricted funds 2025 £	Unrestricted Fund 2025 £	Total Funds 2025 £	Total funds 2024 £
<b>Donations</b>		<b>2,000</b>	<b>2,000</b>	25
<b>Grants</b>		<b>25,950</b>	<b>25,950</b>	31,153
<b>Fees</b>		<b>14,255</b>	<b>14,255</b>	12,325
<b>Misc.</b>			<b>0</b>	0
<b>HMRC - JRS</b>			<b>0</b>	0
Voluntary income		<b>42,205</b>	<b>42,205</b>	<b>43,503</b>

**3. Investment income**

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Bank Interest	-	601	601	633

**Notes to the financial statements**  
**Year ended 31 March 2025**

**4. Expenditure by charitable activity**

**Summary by fund type**

	<b>Restrict ed funds 2025 £</b>	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>	<b>Total funds 2024</b>
Support costs		6,049	5,834	8,325
Direct costs		52,606	52,821	53,012
		<b>58,655</b>	<b>58,655</b>	<b>61,337</b>

**5. Support costs**

<b>Support costs</b>	<b>Total 2025 £</b>	<b>Total 2024 £</b>
Office rent and service charge	3,778	3,389
Office expenses	482	1,064
Membership Fees	59	283
Misc Expenditure	353	2,186
Publicity	0	220
Telephone Internet	504	504
DBS checks	0	0
Meetings/AGM's	616	382
Training Expenses	0	0
Staff Supervision	0	0
Web Host Design	197	237
Bank interest/ charges	60	60
	<b>6,049</b>	<b>8,325</b>

**Notes to the financial statements**  
**Year ended 31 March 2025**

**6. Direct costs**

	<b>Total 2025 £</b>	<b>Total 2024 £</b>
Staff costs including salaries, N.I. and pensions	<b>46,923</b>	49,927
Mediators' expenses	<b>1,200</b>	1,224
Ton & Malling CSP Share	<b>3,750</b>	1,250
Insurance	<b>733</b>	611
 Depreciation		
	<b><u>52,606</u></b>	<b><u>53,012</u></b>

**7. Governance costs**

	<b>Total Funds 2025 £</b>	<b>Total Funds 2024 £</b>
Independent examination & AGM and Management meeting expenses	<b>966</b>	732
	<b><u>966</u></b>	<b><u>732</u></b>

**8. Net income / (Expenditure)**

This is stated after charging:

Depreciation of tangible fixed assets:

	<b>2025 £</b>	<b>2024 £</b>
- owned by the charity	<b>Nil</b>	Nil
	<b><u>Nil</u></b>	<b><u>Nil</u></b>

During the year, no Trustees received any benefits in kind  
During the year, no Trustees received any reimbursement of expenses.

**Notes to the financial statements**  
**Year ended 31 March 2025**

**9. Staff costs**

Staff costs included in "Direct Costs"

The number of employees during the year was as follows:	<b>2025</b>	2024
	<b>No.</b>	No.
	<b>3</b>	<b>3</b>

No employee received remuneration amounting to more than £20,000 in a year.

**10. Tangible fixed assets**

<b>Cost</b>	<b>2025</b>	2024
At 1 April 2024	<b>Nil</b>	Nil
Depreciation Charge for the year	<b>Nil</b>	Nil
<b>Debtors</b>		
Outstanding cheques	<b>Nil</b>	Nil
<b>Creditors</b>		
Amounts falling due within one year	<b>Nil</b>	Nil

Notes to the financial statements  
For the year ended 31 March 2025

13. Statement of funds

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
<b>Unrestricted funds</b>					
General funds	55,667	42,806	58,655		39,818
<b>Restricted funds</b>					
KCC Member Grant					
Kent Probation Board					
West Kent Mediation					
<b>Total of funds</b>	<b>55,667</b>	<b>42,806</b>	<b>58,655</b>		<b>39,818</b>
<b>Summary of funds</b>					
	Brought Forward £	Incoming resources £	Resources Expended £	Transfer s in/out £	Carried Forward £
General funds	55,667	42,806	58,655		39,818
Restricted funds					
<b>TOTAL OF FUNDS</b>	<b>55,667</b>	<b>42,806</b>	<b>58,655</b>		<b>39,818</b>

**THE MAIDSTONE MEDIATION AND REPARATION SCHEME**

England & Wales - Charity number 1052104

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# Accounts

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**Charity number: 1052104**

## **Maidstone Mediation and Reparation Scheme**

**Unaudited**

**Trustees' report and financial statements**

**Year ended 31 March 2024**

## **Contents**

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**Reference and administrative details of the Charity, its trustees and advisers for the year ended 31 March 2024**

**Trustees**

Chairman	Cllr Clive English
Secretary	Mrs Pat Jeffery
Treasurer	Mr Geoff Willcox

Members	Sgt. Andrew Stringer (Maidstone Police) Mr Bryan Vizzard (JP) Retired Ann Kemp (Tonbridge & Malling)
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**Registered Charity number 1052104**

**Office**

Maidstone Community Support Centre  
Marsham Street  
Maidstone  
ME14 1HH

**Manager**

Mrs Amanda Bell

**Independent Examiner**

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**Bankers**

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Telephone: 03000 123 222.

## **Trustees' report**

### **For the year ended 31 March 2024**

The Trustees present their annual report together with the financial statements of Maidstone Mediation and Reparation Scheme (the charity) for the year ended 31 March 2024. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2015.

### **Structure, governance and management**

#### **a. Constitution**

The organisation was originally established as a voluntary organisation in September 1989 and registered as a charity in 1992. The Charity and its operation is governed by its Constitution.

#### **b. Method of appointment or election of Trustees**

Under the Constitution the Trustees are elected to serve on the Management Committee at each Annual General Meeting.

### **Objectives and Activities**

#### **a. Policies and objectives**

##### Objectives

Maidstone Mediation Scheme provides a free and confidential mediation service to the local community and its citizens. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of a mediator who is a neutral third party.

##### Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission on public benefit.

In particular, the charity:

- provides a free, impartial and confidential service to help people involved in disputes
- reduces the potential of violence, harassment, stress and tension within the community
- promotes, for public benefit and for the better preservation of public order, the provision of mediation services for persons or groups, involved in or likely to become involved in disputes which may lead to acts of nuisance, vandalism, breach of peace, and to advance the education of the public in the methods of mediation and, in particular the nature and causes of such disputes or conflicts.

#### **b. Activities for achieving objectives**

The Charity's operations are directed from the Community Support Centre in Maidstone. The Management Committee meets on a regular basis and is responsible for the management of the Charity. The mediation activities are undertaken by staff and 14 volunteers who are recruited, trained, supported and supervised by dedicated co-ordinators. Funding for the Charity has been provided by the Local Borough Councils, Kent County Council, Housing Associations, Donations, Grants, Kent Police and various training activities.

We are extremely grateful for the support of all our funders.

## **Trustees' report (continued)**

### **For the year ended 31 March 2024**

Areas of work are:

- Neighbourhood mediation – Which is designed to resolve conflicts in the local community, particularly neighbours.
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- Anger management courses - These are delivered with young people in schools and older people in the office, one-to-one as part of the work with individuals to help them resolve and prevent conflicts.
- Family mediation - We mediate between young people and their parents and with parents regarding child access
- Mediation for conflicts in the workplace.

### **Partnership**

We work in partnership with multi- agency groups, including, The Safer Maidstone Partnership, Maidstone Borough Council, Tonbridge and Malling Borough Council, Tonbridge and Malling Crime and Disorder reduction Partnership, Medway Council, The Police & Housing Associations.

### **Achievements and performance**

#### **a. Review of activities**

The results for the year are set out on page 8

The loss for the year is £17,200.54

Reserves as of 31 March 2024 amounted to £55,667.37

### **Financial review**

#### **a. Reserves policy**

The Board of Trustees have established a policy whereby the unrestricted free reserves held by the Charity should be maintained at a level where it is considered that a broad business base can be laid for the Charity to continue its current activities and to explore the options for the future expansion in either restricted and/or non-restricted areas of funded activities.

The unrestricted reserves amounted to £55,667.37 as at 31 March 2024, which is within the current target range based on 12 months of total unrestricted incoming resources. The policy is monitored and reviewed annually.

£25,000 is reserved in the CAF Gold account should there ever be a need for a redundancy payment to staff, as well 3 month's rent arrears liability.

### **Plans for the future**

#### **a. Future developments**

The Charity continues to look for opportunities to promote the use of mediation to resolve conflicts, restore peace and improve community cohesion.

We will be looking to offer mediation to help with any conflict situation.

We are also working collaboratively with a number of other organisations, bidding and tendering to deliver activities on a consortia basis county wide.

**Independent examiner's report  
For the year ended 31 March 2024**

**Independent examiner's report to the Trustees of Maidstone Mediation and Reparation Scheme**

This report is on the financial statements of Maidstone Mediation and Reparation Scheme for the period for the year ended 31st March 2024.

**Responsibilities of the Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts and financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year. The Trustees' considered that an audit for this year, under section 144(2) of the Charities Act 2011, is not required and that an independent examination is needed.

**Basis of this Report**

As the appointed Independent Examiner, having satisfied myself that the Charity was not subject to audit under Company Law, and therefore eligible for an independent examination, it was my responsibility to:

- examine the accounts
- to follow the procedures laid down in the General Directions given by the Charity Commission
- to state whether any particular matters have come to my attention
- to state whether the annual report is consistent with the financial statements

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention which, in my opinion, should be drawn in order to enable a proper understanding of the accounts to be reached.

The examination includes a review of the accounting records kept by Maidstone Mediation Scheme and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and, where necessary, seeking clarification from the Trustees

In my opinion:

The financial statements give a true and fair view of the state of the Charity's affairs as at 31<sup>st</sup> March 2024 of its incoming resources and application of those resources.

Therefore, the requirements to keep accounting records and to prepare accounts in accordance with the Recommended Practice of Accounting and Reporting by Charities have been met.

**A Hassall FCCA  
Independent Examiner**

## **Notes to the Financial Statements for the year ended 31<sup>st</sup> March 2024**

### **Basis of Accounting**

The financial information has been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP200) issued in October 2000 and applicable accounting standards.

### **Funds**

General funds represent the funds of the Charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Charity. Funds designated for a particular purpose by the Charity are also unrestricted.

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### **Incoming resources**

Service agreements with Borough Councils, Housing Associations and Grants and donations are accounted for when paid over,

### **Resources used**

All resources used are accounted for when paid over.

### **Assets - office equipment**

Equipment used within the office of the Charity will be capitalised and depreciated on a straight-line basis over their anticipated useful economic life. Minor items of equipment with a purchase price of under £500 are written off when the asset is acquired.

### **Current assets**

Current assets include cash held on deposit at the bank. Interest entitlements are accounted for as they accrue.

**Maidstone Mediation and  
Reparation Scheme**

**Statement of financial activities (incorporating income and expenditure)  
Year ended 31 March 2024**

		Unrestrict ed funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Incoming resources</b>					
Incoming resources from generated funds:					
Voluntary income	2	43,503		43,503	44,843
Investment income	3	633		633	257
		<hr/>		<hr/>	<hr/>
<b>Total incoming resources</b>		<b>44,136</b>		<b>44,136</b>	45,100
<b>Resources expended</b>					
Charitable activities	4	61,337		61,337	62,851
Governance costs					
Partnership cost					
		<hr/>		<hr/>	<hr/>
<b>Total resources expended</b>		<b>61,337</b>		<b>61,337</b>	62,851
<b>Net income / (Expenditure) before transfers</b>		<b>(17,201)</b>		<b>(17,201)</b>	(17,751)
Transfers between Funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movement in funds for the year</b>					

**Total funds at 1 April 2023 = £ 72,868**

**Total funds at 31 March 2024 = £55,667**

The notes on pages 10 to 15 form part of these financial statements.

**Charity number 1052104**

**Balance sheet  
As at 31 March 2024**

	<b>Note</b>	<b>2024 £</b>	<b>2023 £</b>
<b>Fixed assets</b>			
Tangible assets	<b>10</b>		
<b>Current assets</b>			
Debtors	<b>11</b>		
Cash at bank and in hand		<b>55,667</b>	72,868
<b>Creditors:</b> amounts falling due within one year	<b>12</b>		
<b>Net assets</b>		<b>55,667</b>	72,868
<b>Charity Funds</b>			
Unrestricted funds	<b>13</b>	<b>55,667</b>	72,868
<b>Total funds</b>		<b>55,667</b>	72,868

The financial statements were approved by the Trustees on 28 September 2024 and signed on their behalf by: Cllr Clive English - Chairman

The notes on pages 10 to 15 form part of these financial statements.

**Notes to the financial statements**  
**Year ended 31 March 2024**

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2015, applicable accounting standards...

**1.2 Charity status**

Maidstone Mediation is a registered charity No.1052104

**1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 Incoming resources**

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

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of receipt from HMRC.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

**Notes to the financial statements**  
**Year ended 31 March 2024**

**1. Accounting policies (continued)**

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment - 33% on cost

**1.7 Taxation**

As a registered charity no provision is considered necessary for taxation.

**2. Voluntary income**

	Restricted funds 2024 £	Unrestricted Fund 2024 £	Total Funds 2024 £	Total funds 2023 £
<b>Donations</b>		25	320	320
<b>Grants</b>		31,153	31,153	29,485
<b>Fees</b>		12,325	12,325	15,038
<b>Misc.</b>			0	0
<b>HMRC - JRS</b>			0	0
Voluntary income		<b>43,503</b>	<b>43,503</b>	<b>44,843</b>

**3. Investment income**

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Bank Interest	-	633	633	257

**Notes to the financial statements**  
**Year ended 31 March 2024**

**4. Expenditure by charitable activity**

**Summary by fund type**

	<b>Restrict ed funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>	<b>Total funds 2023</b>
Support costs		<b>8,325</b>	<b>8,325</b>	8,993
Direct costs		<b>53,012</b>	<b>53,012</b>	53,858
		<b>61,337</b>	<b>61,337</b>	62,851

**5. Support costs**

**Support costs**

	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Office rent and service charge	<b>3,389</b>	3,596
Office expenses	<b>1,064</b>	239
Membership Fees	<b>283</b>	285
Misc Expenditure	<b>2,186</b>	2,531
Publicity	<b>220</b>	344
Telephone Internet	<b>504</b>	504
DBS checks	<b>0</b>	0
Meetings/AGM's	<b>382</b>	999
Training Expenses	<b>0</b>	196
Staff Supervision	<b>0</b>	0
Web Host Design	<b>237</b>	226
Bank interest/ charges	<b>60</b>	73
	<b>8,325</b>	8,993

**Notes to the financial statements**  
**Year ended 31 March 2024**

**6. Direct costs**

	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Staff costs including salaries, N.I. and pensions	49,927	49,342
Mediators' expenses	1,224	1,754
Ton & Malling CSP Share	1,250	1,250
Claire Haffenden - Consultancy	0	767
Insurance	611	745
		3,000
 Depreciation		
	<u><u>53,012</u></u>	<u><u>53,858</u></u>

**7. Governance costs**

	<b>Total Funds 2024 £</b>	<b>Total Funds 2023 £</b>
Independent examination & AGM and Management meeting expenses	732	1,349
	<u><u>732</u></u>	<u><u>1,349</u></u>

**8. Net income / (Expenditure)**

This is stated after charging:

Depreciation of tangible fixed assets:

	<b>2024 £</b>	<b>2023 £</b>
- owned by the charity	<u><u>Nil</u></u>	<u><u>Nil</u></u>

During the year, no Trustees received any benefits in kind  
During the year, no Trustees received any reimbursement of expenses.

**Notes to the financial statements**  
**Year ended 31 March 2024**

**9. Staff costs**

Staff costs included in "Direct Costs"

The number of employees during the year was as follows:	<b>2024</b>	2023
	<b>No.</b>	No.
	<b>3</b>	<b>3</b>

No employee received remuneration amounting to more than £25,000 in a year.

**10. Tangible fixed assets**

<b>Cost</b>	<b>2024</b>	2023
At 1 April 2023	<b>Nil</b>	Nil
Depreciation Charge for the year	<b>Nil</b>	Nil
<b>Debtors</b>		
Outstanding cheques	<b>Nil</b>	Nil
<b>Creditors</b>		
Amounts falling due within one year	<b>Nil</b>	Nil

Notes to the financial statements  
For the year ended 31 March 2024

13. Statement of funds

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
<b>Unrestricted funds</b>					
General funds	72,868	44,136	61,337		55,667
<b>Restricted funds</b>					
KCC Member Grant					
Kent Probation Board					
West Kent Mediation					
<b>Total of funds</b>	<b>72,868</b>	<b>44,136</b>	<b>61,337</b>		<b>55,667</b>
<b>Summary of funds</b>					
	Brought Forward £	Incoming resources £	Resources Expended £	Transfer s in/out £	Carried Forward £
General funds	72,868	44,136	61,337		55,667
Restricted funds					
<b>TOTAL OF FUNDS</b>	<b>72,868</b>	<b>44,136</b>	<b>61,337</b>		<b>55,667</b>

**THE MAIDSTONE MEDIATION AND REPARATION SCHEME**

England & Wales - Charity number 1052104

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# Accounts

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**Charity number: 1052104**

## **Maidstone Mediation and Reparation Scheme**

**Unaudited**

**Trustees' report and financial statements**

**Year ended 31 March 2023**

## **Contents**

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<b>Balance sheet</b>	9
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**Reference and administrative details of the Charity, its trustees and advisers for the year ended 31 March 2023**

**Trustees**

Chairman	Cllr Clive English
Secretary	Mrs Pat Jeffery
Treasurer	Mr Geoff Willcox
Manager	Mrs Amanda Bell

Members	Sgt. Andrew Stringer (Maidstone Police) Mr Bryan Vizzard (JP) Retired Cllr Ann Kemp (Tonbridge and Malling)
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**Registered Charity number 1052104**

**Office**

Maidstone Community Support Centre  
Marsham Street  
Maidstone  
ME14 1HH

**Manager**

Mrs Amanda Bell

**Independent Examiner**

Amy Hassall FCCA

**Bankers**

CAF Bank  
25 Kings Hill Avenue Kings Hill  
West Malling  
Kent  
ME19 4JQ  
Telephone: 03000 123 222.

## **Trustees' report**

### **For the year ended 31 March 2023**

The Trustees present their annual report together with the financial statements of Maidstone Mediation and Reparation Scheme (the charity) for the year ended 31 March 2023. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2015.

### **Structure, governance and management**

#### **a. Constitution**

The organisation was originally established as a voluntary organisation in September 1989 and registered as a charity in 1992. The Charity and its operation is governed by its Constitution.

#### **b. Method of appointment or election of Trustees**

Under the Constitution the Trustees are elected to serve on the Management Committee at each Annual General Meeting.

### **Objectives and Activities**

#### **a. Policies and objectives**

##### Objectives

Maidstone Mediation Scheme provides a free and confidential mediation service to the local community and its citizens. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of a mediator who is a neutral third party.

##### Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission on public benefit.

In particular, the charity:

- provides a free, impartial and confidential service to help people involved in disputes
- reduces the potential of violence, harassment, stress and tension within the community
- promotes, for public benefit and for the better preservation of public order, the provision of mediation services for persons or groups, involved in or likely to become involved in disputes which may lead to acts of nuisance, vandalism, breach of peace, and to advance the education of the public in the methods of mediation and, in particular the nature and causes of such disputes or conflicts.

#### **b. Activities for achieving objectives**

The Charity's operations are directed from the Community support Centre in Maidstone. The Management Committee meets on a regular basis and is responsible for the management of the Charity. The mediation activities are undertaken by staff and 30 volunteers who are recruited, trained, supported and supervised by dedicated co-ordinators. Funding for the Charity has been provided by the Local Borough Councils, Kent County Council, Housing Associations, Donations, Grants, Kent Police, Kent Probation and various training activities.

We are extremely grateful for the support of all our funders.

## **Trustees' report (continued)**

### **For the year ended 31 March 2023**

Areas of work are:

- Neighbourhood mediation – Which is designed to resolve conflicts in the local community, particularly neighbours.
- Restorative Justice - We received referrals from various agencies working with victims of crime.
- Peer mediation and Restorative Conferencing in schools - We have 23 schools with peer mediators.
- Anger management courses - These are delivered one to one as part of the work with individuals to help them resolve and prevent conflicts.
- Family mediation - We principally mediate between young people and their parents.
- Mediation for conflicts in the workplace.
- Mediation for hate crime.

### **Partnership**

We work in partnership with multi agency groups, including, The Safer Maidstone Partnership, Maidstone Borough Council, Tonbridge and Malling Borough Council, Tonbridge and Malling Crime and Disorder reduction Partnership, KCC Early help, The Police, Social landlords, Citizens Advice Bureau, Kent Mental Health Team's.

### **Achievements and performance**

#### **a. Review of activities**

The results for the year are set out on page 8

The loss for the year is £17,751.37

Reserves as at 31 March 2022 amounted to £72,867.91

### **Financial review**

#### **a. Reserves policy**

The Board of Trustees have established a policy whereby the unrestricted free reserves held by the Charity should be maintained at a level where it is considered that a broad business base can be laid for the Charity to continue its current activities and to explore the options for the future expansion in either restricted and/or non-restricted areas of funded activities.

The unrestricted reserves amounted to £72,867.91 as at 31 March 2023, which is within the current target range based on 12 months of total unrestricted incoming resources. The policy is monitored and reviewed annually.

£25,000 is reserved in the CAF Gold account should there ever be a need for a redundancy payment to staff, as well 3 month's rent arrears liability.

### **Plans for the future**

#### **a. Future developments**

The Charity continues to look for opportunities to promote the use of mediation to resolve conflicts, restore peace and improve community cohesion.

We will be looking to offer mediation and restorative Justice to help with any conflict situation or incident of harm.

We are also working collaboratively with a number of other organisations, bidding and tendering to deliver activities on a consortia basis county wide.

**Independent examiner's report  
For the year ended 31 March 2023**

**Independent examiner's report to the Trustees of Maidstone Mediation and Reparation Scheme**

This report is on the financial statements of Maidstone Mediation and Reparation Scheme for the period for the year ended 31st March 2023.

**Responsibilities of the Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts and financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year. The Trustees' considered that an audit for this year, under section 144(2) of the Charities Act 2011, is not required and that an independent examination is needed.

**Basis of this Report**

As the appointed Independent Examiner, having satisfied myself that the Charity was not subject to audit under Company Law, and therefore eligible for an independent examination, it was my responsibility to:

- examine the accounts
- to follow the procedures laid down in the General Directions given by the Charity Commission
- to state whether any particular matters have come to my attention
- to state whether the annual report is consistent with the financial statements

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention which, in my opinion, should be drawn in order to enable a proper understanding of the accounts to be reached.

The examination includes a review of the accounting records kept by Maidstone Mediation Scheme and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and, where necessary, seeking clarification from the Trustees

In my opinion:

The financial statements give a true and fair view of the state of the Charity's affairs as at 31<sup>st</sup> March 2023 of its incoming resources and application of those resources.

Therefore, the requirements to keep accounting records and to prepare accounts in accordance with the Recommended Practice of Accounting and Reporting by Charities have been met.

**A Hassall FCCA  
Independent Examiner**

## **Notes to the Financial Statements for the year ended 31<sup>st</sup> March 2023**

### **Basis of Accounting**

The financial information has been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP200) issued in October 2000 and applicable accounting standards.

### **Funds**

General funds represent the funds of the Charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Charity. Funds designated for a particular purpose by the Charity are also unrestricted.

Restricted funds are those funds that must be spent for the purpose for which they have been given and details of the funds held, and their respective restriction, are provided in the relevant notes.

The financial statements include all transactions, assets and liabilities for which the Maidstone Mediation Scheme is responsible in law.

### **Incoming resources**

Service agreements with Borough Councils, Housing Associations and Grants and donations are accounted for when paid over,

### **Resources used**

All resources used are accounted for when paid over.

### **Assets - office equipment**

Equipment used within the office of the Charity will be capitalised and depreciated on a straight line basis over their anticipated useful economic life. Minor items of equipment with a purchase price of under £500 are written off when the asset is acquired.

### **Current assets**

Current assets include cash held on deposit at the bank. Interest entitlements are accounted for as they accrue.

**Maidstone Mediation and  
Reparation Scheme**

**Statement of financial activities (incorporating income and expenditure)  
Year ended 31 March 2023**

		Unrestrict ed funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>Incoming resources</b>					
Incoming resources from generated funds:					
Voluntary income	2	44,843		44,843	76,839
Investment income	3	257		257	634
<b>Total incoming resources</b>		<b>45,100</b>		<b>45,100</b>	<b>77,473</b>
<b>Resources expended</b>					
Charitable activities	4	62,851		62,851	81,942
Governance costs					
Partnership cost					
<b>Total resources expended</b>		<b>62,851</b>		<b>62,851</b>	<b>81,942</b>
<b>Net income / (Expenditure) before transfers</b>		<b>(17,751)</b>		<b>(17,751)</b>	<b>(4,469)</b>
Transfers between Funds		-	-	-	-
<b>Net movement in funds for the year</b>					

**Total funds at 1 April 2022 = £ 90,619**

**Total funds at 31 March 2023 = £72,868**

The notes on pages 10 to 15 form part of these financial statements.

**Charity number 1052104**

**Balance sheet  
As at 31 March 2023**

	<b>Note</b>	<b>2023 £</b>	<b>2022 £</b>
<b>Fixed assets</b>			
Tangible assets	<b>10</b>		
<b>Current assets</b>			
Debtors	<b>11</b>		
Cash at bank and in hand		<b>72,868</b>	90,619
<b>Creditors:</b> amounts falling due within one year	<b>12</b>		
<b>Net assets</b>		<b>72,868</b>	90,619
<b>Charity Funds</b>			
Unrestricted funds	<b>13</b>	<b>72,868</b>	90,619
<b>Total funds</b>		<b>72,866</b>	90,619

The financial statements were approved by the Trustees on 25 August 2023 and signed on their behalf by: Cllr Clive English - Chairman

The notes on pages 10 to 15 form part of these financial statements.

**Notes to the financial statements**  
**Year ended 31 March 2023**

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2015, applicable accounting standards...

**1.2 Charity status**

Maidstone Mediation is a registered charity No.1052104

**1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 Incoming resources**

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

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of receipt from HMRC.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

**Notes to the financial statements**  
**Year ended 31 March 2023**

**1. Accounting policies (continued)**

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment - 33% on cost

**1.7 Taxation**

As a registered charity no provision is considered necessary for taxation.

**2. Voluntary income**

	Restricted funds 2023 £	Unrestricted Fund 2023 £	Total Funds 2023 £	Total funds 2022 £
<b>Donations</b>		320	320	10,5834
<b>Grants</b>		29,485	29,485	43,430
<b>Fees</b>		15,038	15,038	8,909
<b>Misc.</b>			0	260
<b>HMRC - JRS</b>			0	13,656
		<hr/>	<hr/>	
Voluntary income		<b>44,843</b>	<b>44,843</b>	<b>76,839</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**3. Investment income**

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bank Interest	-	257	257	634
		<hr/>	<hr/>	<hr/>

**Notes to the financial statements**  
**Year ended 31 March 2023**

**4. Expenditure by charitable activity**

**Summary by fund type**

	<b>Restrict ed funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022</b>
Support costs		<b>8,993</b>	<b>8,993</b>	9,360
Direct costs		<b>53,858</b>	<b>53,858</b>	72,582
		<b>62,851</b>	<b>62,851</b>	81,942

**5. Support costs**

<b>Support costs</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Office rent and service charge	<b>3,596</b>	2,860
Office expenses	<b>239</b>	983
Membership Fees	<b>285</b>	285
Misc Expenditure	<b>2,531</b>	2,545
Publicity	<b>344</b>	261
Telephone Internet	<b>504</b>	553
DBS checks	<b>0</b>	72
Meetings/AGM's	<b>999</b>	377
Training Expenses	<b>196</b>	986
Staff Supervision	<b>0</b>	0
Web Host Design	<b>226</b>	342
Bank interest/ charges	<b>73</b>	96
	<b>8,993</b>	9,360

**Notes to the financial statements**  
**Year ended 31 March 2023**

**6. Direct costs**

	<b>Total 2023</b>	Total 2022
	£	£
Staff costs including salaries, N.I. and pensions	<b>49,342</b>	71,109
Mediators' expenses	<b>1,754</b>	988
Ton & Malling CSP Share	<b>1,250</b>	0
Claire Haffenden - Consultancy	<b>767</b>	0
Insurance	<b>745</b>	485
		3,00
Depreciation		
	<b><u>53,858</u></b>	<b><u>72,582</u></b>

**7. Governance costs**

	<b>Total Funds 2023</b>	Total Funds 2023
	£	£
Independent examination & AGM and Management meeting expenses	<b>1,349</b>	727
	<b><u>1,349</u></b>	<b><u>727</u></b>

**8. Net income / (Expenditure)**

This is stated after charging:

Depreciation of tangible fixed assets:

	<b>2023</b>	2022
	£	£
- owned by the charity	<b>Nil</b>	Nil
	<b><u>Nil</u></b>	<b><u>Nil</u></b>

During the year, no Trustees received any remuneration (2023 - £NIL).  
During the year, no Trustees received any benefits in kind (2023 - £NIL).  
During the year, Trustee G Willcox received reimbursement of expenses (2023 - £40.00).  
During the year, no other Trustees received any reimbursement of expenses.

**Notes to the financial statements**  
**Year ended 31 March 2023**

**9. Staff costs**

Staff costs included in "Direct Costs"

The number of employees during the year was as follows:	<b>2023</b>	2022
	<b>No.</b>	No.
	<b>3</b>	<b>3</b>

No employee received remuneration amounting to more than £25,000 in a year.

**10. Tangible fixed assets**

<b>Cost</b>	<b>2023</b>	2022
At 1 April 2022	<b>Nil</b>	Nil
Depreciation Charge for the year	<b>Nil</b>	Nil
<b>Debtors</b>		
Outstanding cheques	<b>Nil</b>	Nil
<b>Creditors</b>		
Amounts falling due within one year	<b>Nil</b>	Nil

Notes to the financial statements  
For the year ended 31 March 2023

13. Statement of funds

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
<b>Unrestricted funds</b>					
General funds	90,619	45,100	62,851		72,868

33

**Restricted funds**

KCC Member Grant  
Kent Probation Board  
West Kent Mediation

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<b>Total of funds</b>	<b>90,619</b>	<b>45,100</b>	<b>62,851</b>		<b>72,868</b>
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**Summary of funds**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfer s in/out £	Carried Forward £
General funds	90,619	45,100	62,851		72,868
Restricted funds					
<b>TOTAL OF FUNDS</b>	<b>90,619</b>	<b>45,100</b>	<b>62,851</b>		<b>72,868</b>

**THE MAIDSTONE MEDIATION AND REPARATION SCHEME**

England & Wales - Charity number 1052104

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# Accounts

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**Registered charity 1052104**



# **ANNUAL REPORT**

# **2022**

**Mediators help people to understand  
one another's point of view**

AIMS OF THE SERVICE

## To bring peace

1. To provide mediation for conflict resolution and Restorative Justice to the residents of Maidstone and district and the Mallings.
2. To train and support volunteer mediators for them to provide services to the community.
3. To develop interagency links and partnership arrangements with statutory and voluntary bodies in Kent.
4. To keep appropriate records and statistics (in accordance with May 2018 GDPR guidelines) and provide a service to any person irrespective of colour, gender, class, physical or mental ability.
5. To increase the uptake of mediation in a variety of settings, including mediation in neighbourhoods, schools, prisons, the workplace and the family.
6. To provide a Restorative Justice Service to victims of crime and offenders across Mid Kent.
7. To help people learn skills to combat stress and anger and raise self-esteem.

# The Team

## MANAGEMENT COMMITTEE 2021/22

Chairman	<b>Cllr. Clive English (Maidstone BC)</b>
Vice-Chairman	<b>Cllr. Margaret Rose</b>
Secretary	<b>Patricia Jeffery</b>
Treasurer	<b>Geoff Willcox</b>

## MEMBERS

**Sgt. Andrew Stringer (Kent Police)**  
**Bryan Vizzard (MBC)**  
**Ann Kemp (T& MBC)**

## STAFF

Service Manager:	<b>Amanda Bell</b>
Training Manager / Office Administrator:	<b>Susan Sullivan</b>
Schools Manager / Finance Admin:	<b>Caroline McInnes</b>

## CURRENT VOLUNTEERS

<b>Natalie Bayliss</b>	<b>Juliet Priest</b>
<b>Jeremy Ferris</b>	<b>Alenka Rhodes</b>
<b>Anita Freeman</b>	<b>Mukhtiar Singh</b>
<b>Lou Gedney</b>	<b>Andrea Taylor</b>
<b>Annette Hinton</b>	<b>Christine Thompson</b>
<b>Patricia Jeffery</b>	<b>Elaine Thompson</b>
<b>Paul Oakley</b>	<b>Mike Tracey</b>
<b>Gill Pearton</b>	



*Clive English*

The last year has been one of considerable change with the decision of our long serving Chairman, Geoff Wilcox to switch to the role of Treasurer and myself taking on the role of Chairman.

Our very able Manager Kim Salisbury, has taken retirement and is enjoying the cultural and other delights of Whitstable and we have welcomed Amanda Bell as our new Manager and are joined by Claire Haffenden as a Fundraiser.

The restructured Team and Volunteers are continuing to work across the field of mediation work including Peer mediation in Schools, Anger Management, Neighbour and Family Mediation, and to look to work with new partners such as Medway Housing and to improve links with other social Housing providers such as Golding Homes and Clarion. Thanks to the efforts put in by our Staff and volunteers supported by the Board we have continued to be a robust organisation and have risen to the changing circumstances of the last few years, including the strange era of returning from Lockdown. The challenge has been made somewhat more navigable by the continuing support of partner organisations such as Maidstone Borough Council, Tonbridge and Malling Council whose support is welcomed and very necessary. Thank you to Amanda, Caroline, Sue, and Claire and to my fellow Trustees for your hard work over the last year.



*Amanda Bell*

## **MANAGER'S REPORT**

For those of you who don't know me I am not a stranger to the mediation world, for the past 23 years I have been and still am the Chief Executive Officer of West Kent Mediation. When the previous manager Kim Salisbury approached me regarding this position, I felt honoured to be asked, Maidstone Mediation being one of the longest running services in the country and one of two services left out of eight in the county of Kent.

Like many other charities we are facing challenging times ahead. Thankfully we have continued to be supported by Maidstone Borough Council, Tonbridge and Malling Borough Council and the Police and Crime Commissioner via the two Community Safety Partnerships. We will continue to deliver and respond to the needs of the whole community, in the knowledge that we are making a positive difference, helping to make Maidstone and Tonbridge and Malling a better, safer, and more peaceful place to live, work and visit.

My thanks to Caroline, Sue, and the Trustees for welcoming me into this established, essential service.



*Susan Sullivan*

## **NEIGHBOUR MEDIATION REPORT**

We've had many referrals this year. Complaints have covered noise, gardens, boundaries and dogs barking to name a few. Referrals have come in from a variety of organisations and individuals.

People's homes are where they should feel safe and happy and with the help of our brilliant volunteers, we have been able to restore those feelings to several residents of Maidstone and the Mallings.

### **CASE STUDY**

The case was regarding reports of noise nuisance involving two residents in a four-storey block of housing association flats. They lived above and below each other.

We visited the first party and found a father, who was unemployed and looking after 1 year old twins. He felt lonely and isolated. His partner worked part time. He complained of banging and loud music from the flat below, both day and night, and said he played loud music to shut out the noise. He gave the impression he was depressed and said his partner was suffering from post-natal depression as well.

We then visited the family in the flat below. They felt the family above were trying to get them evicted due to the complaints. The partner worked nights and the tenant herself worked long day shifts, Monday to Wednesday. She was alone in the flat with her 2-year-old son in the evenings and could not understand the complaints being made against her family but said they suffered from the loud music and banging from upstairs.

However, both parties appeared to want to resolve the situation and agreed to a face-to-face meeting.

At the meeting, both parties were able to discuss the issues and gain understanding from each other. They both agreed to stop doors banging. They both had suspicions that the noise was coming from elsewhere so agreed to keep noise to a minimum after 8pm to check if it was. They agreed to exchange numbers and text if there was a problem.

Both parties said they were sorry for any bad feelings to date and said they all wanted to get on better in the future.

We were able to signpost the first party to free baby clubs he could attend to alleviate his isolation.



Caroline  
McInnes

## **SCHOOLS REPORT**

Thankfully more primary schools are now getting in touch about the Peer Mediation training and are welcoming us back with open arms!

For a lot of schools there is a shortage of staff and funds are tight, but they recognize that the mediation training is teaching the children life skills.

We currently have Peer Mediators in 21 schools.

We are also still working in Cornwallis Academy and New Line Learning Academy alongside the Gateway.

We deliver anger management courses on a one-to-one basis to students, and we also mediate more serious conflicts that take up a lot of teachers' time.

Schools tell us that mediation is magic because we can help settle arguments that have been going on for ages that they haven't been able sort out.

## **SCHOOL MEDIATION CASE STUDY**

Daisy and May had been best of friends through primary school and were still very close when starting at secondary.

Another student, Jodie had tried to join in with the pair but felt jealous about how close they were and managed to turn them against each other by saying things behind their backs and making up things that supposedly the other had said which ended up in them having a fight.

Other people, including parents, then got involved and there was a lot of animosity between the two girls fueled by Jodie.

The girls reluctantly agreed to mediation.

During the session, both girls both said that they had been so upset thinking that they were no longer friends and couldn't understand why things had got so bad.

Both denied saying anything to Jodie to upset the friendship and realized that she was behind it all. They made a good apology to each other and said that although they would stay on a friendly basis with Jodie, they wouldn't let her come between them. They also said that if Jodie started saying horrible things about each other, that they would not take her word for it but talk to each other.

*\*Names have been changed*



*Susan Sullivan*

## **ANGER MANAGEMENT REPORT**

Anger Management referrals have come in thick and fast this year with referrals coming from agencies and individuals. We hold assessment appointments with each referral to make sure they want to do the case as opposed to others wanting them to do it. The referral is the one who has to make the changes so it is vital that they want to. Last year, all the referrals wanted to do the course. The course has 5 x 45 minute sessions and those completing it say it has completely changed their lives. They are calmer, happier and feel healthier. Being angry all the time is exhausting.

Anger Management not only helps the person taking the course but their family, friends, school and workmates as the referral is a much nicer person to be around.

The course not only teaches referrals strategies on how to control their anger but how to express themselves in a calm way so they are not left with bottled up feelings which they've been unable to get out.

Anger Management not only helps the person taking the course but their family, friends, school and workmates as the referral is a much nicer person to be around.

### **CASE STUDY**

We worked with a 14-year-old student, Amy, who had a real problem with her anger.

She said that her mother was always winding her up and as a result she was permanently angry with everyone, especially her younger sister.

Her mother said that as a result, her younger sister was afraid of her because of all the shouting that went on.

Amy attended all the sessions straight after school and did well. She listened attentively and asked lots of questions. If she was set a task then she always did it and gave feedback on how successful it had been

At the end of the course her mother said that she was much calmer and her anger had gone from 8 out of 10 down to 3 and that things



Susan Sullivan

were so much less stressful at home now

*\*Names have been changed*

## **FAMILY REPORT**

Family cases in the last year have predominantly been around access and relationships with ex partners. We have had a good take up from self-referrals and been able to help families and extended families enjoy better relationships. We have also been able to help grandparents stay in touch with grandchildren when grandparents have lost contact due to the parents' relationship breaking down.

## **CASE STUDY**

We were asked by a young couple for help in how they communicate and make plans for their 7-year-old son. Every time they spoke it ended in a row with upset and frustration all round. Dad thought the boy heard the arguments and was unsettled by them.

The boy goes to school near mum's house but dad wanted him to transfer to a school near his house as it is a better school. Mum agrees it is a better school but the school he is at is not a bad school and the boy is happy there and doing well. Mum felt like dad was constantly criticising and complaining about the school in order to get his way.

Both parents have completely different ways of dealing with things. Dad needs just the bones of an issue and can make a decision. Mum is more of a people pleaser and likes to consider all options so that everyone gets the best outcome. Mum found conversations with dad frustrating and felt she wasn't being listened to. Dad found the conversations overly long and too frequent.

They were also having difficulties in arranging Christmas access with the boy.

We discussed the school issue, and both agreed that he would stay where he is. They would review annually and if he was still happy and progressing, he would stay where he is. If not, they would consider moving him.

Regarding communication, they both gained a greater understanding of each other's needs and expectations. They agreed to one phone



Susan Sullivan

call per week, except in emergencies, when the boy would be in bed. For more complex issues, they would email with a summary of the issue and their proposed solution for discussion.

We were able to work out an alternating plan for Christmas which fitted in with dad's new family and mum's needs. It also meant the boy wasn't yoyoing between each home and had quality time in each.

Both parents were reasonable people and had the care and welfare of their son at the forefront. However, they did say they would not have been able to reach these agreements on their own.

## **RESTORATIVE JUSTICE REPORT**

We had a referral from a Kent Police Officer.

Reports had been made but there was no evidence for a prosecution. However, the matter still lingered for both parties.

The parties were two 15-year-old lads, John and Tony.

John claimed to have been pushed by Tony and then chased through town by Tony and his friends under threat of a further assault.

News of the incident spread through the boys' schools and further threats followed via friends of Tony.

John was afraid to go to school which meant he lost valuable learning time and one parent had to miss work to stay home with him. He was also afraid to go out socially. Rumours abounded on both sides and the matter was mushrooming.

Both boys, and their parents, agreed to come to a meeting to resolve the issue. They were both aggrieved at some of the rumours going around about them and learned a lot from listening to each other.

New understanding was gained by both of them and matters from the rumour mill were cleared up. Plans were made for if they saw each other in town and they both agreed to try to stop the rumours.

Both boys were relieved and happy that the matter was resolved. It had been like a black cloud for both of them. The parents were also relieved that it was over.

John was able to go back to school without worrying and start to enjoy his social life again. Tony was able to quash the rumours that he was a thug and regularly beat people up.

The referring Police Officer said:

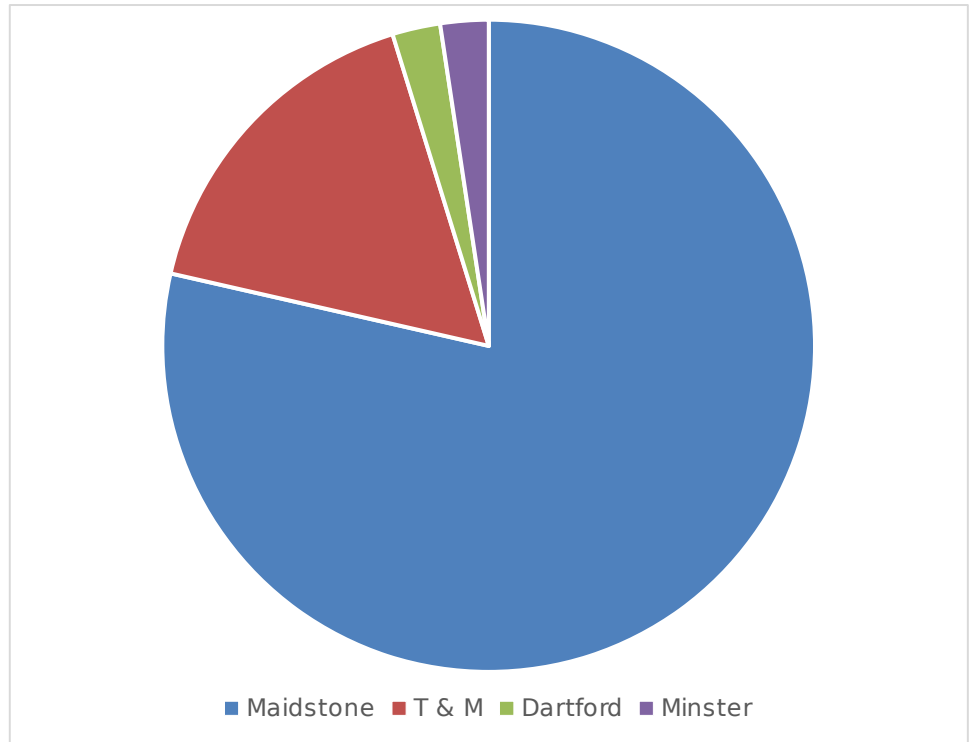
"Thank you so much, I will definitely recommend your organisation. Very quick and easy and a good result."

## **FACTS AND FIGURES 2021 /2022**

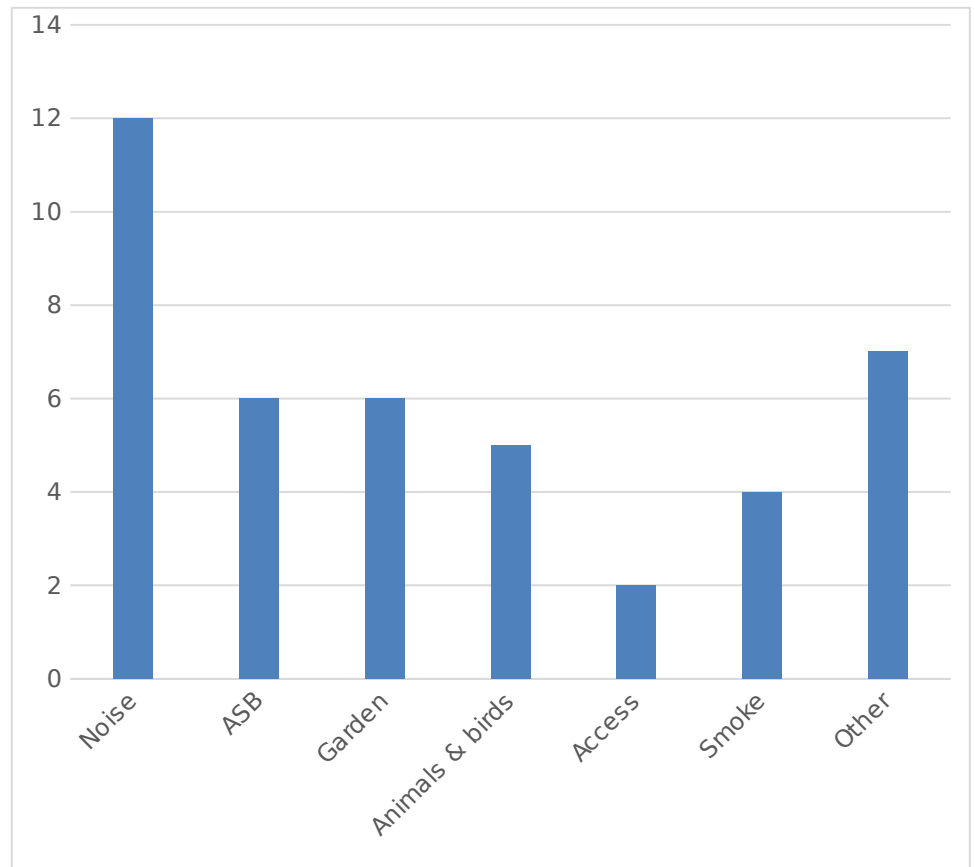
1. RESTORATIVE JUSTICE (VICTIM AND OFFENDER) = 1 REFERRAL
2. NEIGHBOUR DISPUTES = 42 REFERRALS
3. PEER MEDIATION IN SCHOOLS = 25 SCHOOLS = 324 STUDENT PEER MEDIATORS
4. RESTORATIVE CONFERENCING / MEDIATIONS IN SCHOOLS = 46 MEDIATIONS
5. ANGER MANAGEMENT COURSES = 18 IN OFFICE  
56 IN SCHOOLS
6. PARENT AND TEENAGER & FAMILIES MEDIATION = 16 FAMILIES
7. EARLY HELP = 14 REFERRALS
8. WORKPLACE = 0 REFERRALS
9. TRAINING COURSES (EXCLUDING PEER MEDIATION) = 1 COURSE

**Neighbourhood Mediations 2021/22 Total = 42 referrals**

**Chart showing locations of neighbour referrals**



**Chart showing types of conflicts**



## Maidstone Mediation and Reparation Scheme

### Statement of financial activities (incorporating income and expenditure) Year ended 31 March 2022

	Unrestricted funds 2022	Restricted funds 2022	Total funds 2022	Total funds 2021 £
<b>Incoming resources</b>				
Incoming resources from generated funds:				
2	<b>76,839</b>		<b>76,839</b>	49,451
Investment income	3	<b>634</b>	<b>634</b>	1,015
<b>Total incoming resources</b>	<b>77,473</b>		<b>77,473</b>	50,466
<b>Resources expended</b>				
Charitable activities	4	<b>81,942</b>	<b>81,942</b>	83,421
Governance costs				
Partnership cost				
<b>Total resources expended</b>	<b>81,942</b>		<b>81,942</b>	83,421
<b>Net income / (Expenditure) before transfers</b>	<b>(4,469)</b>		<b>(4,469)</b>	(32,955)

Transfers between Funds

-	-	-	-
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**Net movement in funds for the year**

**Total funds at 1 April 2021 = £**  
**95 088**

**Total funds at 31 March 2022 =**  
**90 610**

_____	_____	_____
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The notes on pages 10 to 15 form part of these financial statements.

Charity number 1052104

## Balance sheet

As at 31 March 2022

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	10		
<b>Current assets</b>			
Debtors	11		
Cash at bank and in hand		90,619	95,088
<b>Creditors:</b> amounts falling due within one year	12		
<b>Net assets</b>		<hr/> <b>90,619</b>	95,088
<b>Charity Funds</b>			
Unrestricted funds	13	90,619	95,088
<b>Total funds</b>		<hr/> <b>90,619</b>	95,088

The financial statements were approved by the Trustees on 30 June 2022 and signed on their behalf by: Geoff Willcox - Chairman

The notes on pages 10 to 15 of the annual accounts, form part of these financial statements.





## **Maidstone Mediation Scheme**

Maidstone Community Support Centre

39-48 Marsham Street

Maidstone ME14 1HH

Tel 01622 692843

Email [maidstonemediation@gmail.com](mailto:maidstonemediation@gmail.com)

[www.maidstonemediation.co.uk](http://www.maidstonemediation.co.uk)

Charity Number: 1052104

Member of the Restorative Justice Council



**Charity number: 1052104**

## **Maidstone Mediation and Reparation Scheme**

**Unaudited**

**Trustees' report and financial  
statements Year ended 31 March  
2022**

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**Statement of financial activities**

8

**Balance sheet**

9

**Notes to the financial statements**

10 - 15

**Reference and administrative details of the Charity, its trustees and advisers  
for the year ended 31 March 2022**

**Trustees**

Chairman	Mr Geoff Willcox
Vice-Chairman	Cllr Margaret Rose (JP) retired
Secretary	Mrs Patricia Jeffery
Treasurer	Cllr Clive English (Maidstone Borough Council)

Members	Sgt. Andrew Stringer (Maidstone Police) Mr Brian Vizzard (JP) Retired Cllr Ann Kemp (Tonbridge and Malling)
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**Registered Charity number 1052104**

**Office**

Maidstone Community Support Centre  
Marsham Street  
Maidstone  
ME14 1HH

**Manager**

Mrs Kim Salisbury

**Independent Examiner**

Amy Hassall FCCA

**Bankers**

CAF Bank  
25 Kings Hill Avenue Kings Hill  
West Malling  
Kent  
ME19 4JQ  
Telephone: 03000 123 222.

## **Trustees' report**

### **For the year ended 31 March 2022**

The Trustees present their annual report together with the financial statements of Maidstone Mediation and Reparation Scheme (the charity) for the year ended 31 March 2022. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2015.

### **Structure, governance and management**

#### **a. Constitution**

The organisation was originally established as a voluntary organisation in September 1989 and registered as a charity in 1992. The Charity and its operation is governed by its Constitution.

#### **b. Method of appointment or election of Trustees**

Under the Constitution the Trustees are elected to serve on the Management Committee at each Annual General Meeting.

### **Objectives and Activities**

#### **a. Policies and objectives**

##### Objectives

Maidstone Mediation Scheme provides a free and confidential mediation service to the local community and its citizens. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of a mediator who is a neutral third party.

##### Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission on public benefit.

In particular, the charity:

- provides a free, impartial and confidential service to help people involved in disputes
- reduces the potential of violence, harassment, stress and tension within the community
- promotes, for public benefit and for the better preservation of public order, the provision of mediation services for persons or groups, involved in or likely to become involved in disputes which may lead to acts of nuisance, vandalism, breach of peace, and to advance the education of the public in the methods of mediation and, in particular the nature and causes of such disputes or conflicts.

#### **b. Activities for achieving objectives**

The Charity's operations are directed from the Community support Centre in Maidstone. The Management Committee meets on a regular basis and is responsible for the management of the Charity. The mediation activities are undertaken by staff and 30 volunteers who are recruited, trained, supported and supervised by dedicated co-ordinators. Funding for the Charity has been provided by the Local Borough Councils, Kent County Council, Housing Associations, Donations, Grants, Kent Police, Kent Probation and various training activities.

We are extremely grateful for the support of all our funders.

## **Trustees' report (continued)**

### **For the year ended 31 March 2022**

Areas of work are:

- Neighbourhood mediation - Which is designed to resolve conflicts in the local community, particularly neighbours.
- Restorative Justice - We received referrals from various agencies working with victims of crime.
- Peer mediation and Restorative Conferencing in schools - We have 23 schools with peer mediators.
- Anger management courses - These are delivered one to one as part of the work with individuals to help them resolve and prevent conflicts.
- Family mediation - We principally mediate between young people and their parents.
- Mediation for conflicts in the workplace.
- Mediation for hate crime.

### **Partnership**

We work in partnership with multi agency groups, including, The Safer Maidstone Partnership, Maidstone Borough Council, Tonbridge and Malling Borough Council, Tonbridge and Malling Crime and Disorder reduction Partnership, KCC Early help, The Police, Social landlords, Citizens Advice Bureau, Kent Mental Health Team's.

### **Achievements and performance**

#### **a. Review of activities**

The results for the year are set out on page 8

The loss for the year is £4,468.96

Reserves as at 31 March 2022 amounted to £90,619.28

### **Financial review**

#### **a. Reserves policy**

The Board of Trustees have established a policy whereby the unrestricted free reserves held by the Charity should be maintained at a level where it is considered that a broad business base can be laid for the Charity to continue its current activities and to explore the options for the future expansion in either restricted and/or non-restricted areas of funded activities.

The unrestricted reserves amounted to £90,619.28 at 31 March 2022, which is within the current target range based on 12 months of total unrestricted incoming resources. The policy is monitored and reviewed annually.

£30,000 is reserved in the Hampshire Trust Bank should there ever be a need for a redundancy payment to staff, as well 3 month's rent arrears liability.

### **Plans for the future**

#### **a. Future developments**

The Charity continues to look for opportunities to promote the use of mediation to resolve conflicts, restore peace and improve community cohesion.

We will be looking to offer mediation and restorative Justice to help with any conflict situation or incident of harm.

We are also working collaboratively with a number of other organisations, bidding and tendering to deliver activities on a consortia basis county wide.

**Independent examiner's  
report  
For the year ended 31 March  
2022**

**Independent examiner's report to the Trustees of Maidstone Mediation and Reparation Scheme**

This report is on the financial statements of Maidstone Mediation and Reparation Scheme for the period for the year ended 31st March 2022.

**Responsibilities of the Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts and financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year. The Trustees' considered that an audit for this year, under section 144(2) of the Charities Act 2011, is not required and that an independent examination is needed.

**Basis of this Report**

As the appointed Independent Examiner, having satisfied myself that the Charity was not subject to audit under Company Law, and therefore eligible for an independent examination, it was my responsibility to:

- examine the accounts
- to follow the procedures laid down in the General Directions given by the Charity Commission
- to state whether any particular matters have come to my attention
- to state whether the annual report is consistent with the financial statements

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention which, in my opinion, should be drawn in order to enable a proper understanding of the accounts to be reached. The examination includes a review of the accounting records kept by Maidstone Mediation Scheme and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and, where necessary, seeking clarification from the Trustees

In my opinion:

The financial statements give a true and fair view of the state of the Charity's affairs as at 31<sup>st</sup> March 2022 of its incoming resources and application of those resources.

Therefore, the requirements to keep accounting records and to prepare accounts in accordance with the Recommended Practice of Accounting and Reporting by Charities have been met.

**A Hassall FCCA  
Independent Examiner**

## **Notes to the Financial Statements for the year ended 31<sup>st</sup> March 2022**

### **Basis of Accounting**

The financial information has been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP200) issued in October 2000 and applicable accounting standards.

### **Funds**

General funds represent the funds of the Charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Charity. Funds designated for a particular purpose by the Charity are also unrestricted.

Restricted funds are those funds that must be spent for the purpose for which they have been given and details of the funds held, and their respective restriction, are provided in the relevant notes.

The financial statements include all transactions, assets and liabilities for which the Maidstone Mediation Scheme is responsible in law.

### **Incoming resources**

Service agreements with Borough Councils, Housing Associations and Grants and donations are accounted for when paid over,

### **Resources used**

All resources used are accounted for when paid over.

### **Assets - office equipment**

Equipment used within the office of the Charity will be capitalised and depreciated on a straight line basis over their anticipated useful economic life. Minor items of equipment with a purchase price of under £500 are written off when the asset is acquired.

### **Current assets**

Current assets include cash held on deposit at the bank. Interest entitlements are accounted for as they accrue.

**Maidstone Mediation and  
Reparation Scheme**

**Statement of financial activities (incorporating income and expenditure  
Year ended 31 March 2022**

	<b>Unrestrict ed funds 2022</b>	<b>Restricted fund s 2022</b>	<b>Total fund s 2022</b>	Total funds 2021
<b>Incoming resources</b>				-
Incoming resources from generated funds:				
Investment income	2 3 76,833 63 4		76,833 634	49,451 1,015
<b>Total incoming resources</b>	<b>77,473</b>		<b>77,473</b>	50,466
<b>Resources expended</b>				
Charitable activities	4	<b>81,942</b>		83,421
Governance costs				
Partnership cost				
<b>Total resources expended</b>		<b>81,942</b>	<del>81,942</del>	83,241
<b>Net income / (Expenditure) before transfers</b>	<b>(4,469)</b>		<b>(4,469)</b>	(32,955)
Transfers between Funds	-	-	-	-
<b>Net movement in funds for the year</b>				
<b>Total funds at 1 April 2021 = £ 95,088</b>				
<b>Total funds at 31 March 2022 = 90,619</b>				

The notes on pages 10 to 15 form part of these financial statements.

**Charity number 1052104**

**Balance sheet  
As at 31 March 2022**

	<b>Note</b>	<b>2022 £</b>	<b>2021 £</b>
<b>Fixed assets</b>			
Tangible assets	<b>10</b>		
<b>Current assets</b>			
Debtors	<b>11</b>		
Cash at bank and in hand		<b>90,</b>	95,088
		<b>619</b>	
<b>Creditors:</b> amounts falling due within one year	<b>12</b>		
<b>Net assets</b>		<b>90,</b>	95,088
		<b>619</b>	
<b>Charity Funds</b>			
Unrestricted funds	<b>13</b>	<b>90,</b>	95,088
<b>Total funds</b>		<b>90,619</b>	95,088

The financial statements were approved by the Trustees on 20 July 2022 and signed on their behalf by: Geoff Willcox - Chairman

The notes on pages 10 to 15 form part of these financial statements.

**Notes to the financial  
statements Year ended 31  
March 2022**

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2015, applicable accounting standards...

**1.2 Charity status**

Maidstone Mediation is a registered charity No.1052104

**1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 Incoming resources**

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

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of receipt from HMRC.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

**Notes to the financial statements Year ended 31 March 2022**

**1. Accounting policies (continued)**

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment - 33% on cost

**1.7 Taxation**

As a registered charity no provision is considered necessary for taxation.

**2. Voluntary income**

	Restrict ed fund s 2022	Fund 2022	Total Funds 2022 £	Total fund s 2022
<b>Donations</b>		<b>10,582</b>	<b>10,584</b>	
<b>Grants</b>		<b>43,430</b>	<b>43,430</b>	29,99
<b>Fees</b>		<b>8,909</b>	<b>8,909</b>	14,42
<b>Misc.</b>			<b>260</b>	
<b>HMRC - JRS</b>		<b>13,656</b>	<b>13,656</b>	
Voluntary income		<b>76,839</b>	<b>76,839</b>	
<b>49,451</b>				

**3. Investment income**

	Restrict ed fund s 2022	Unrestrict ed fund s 2022	Total fund s 2022	Total fund s 2022
Bank Interest	-	<b>634</b>	<b>634</b>	
				<b>1,015</b>

**Notes to the financial statements Year ended 31 March 2022**

**4. Expenditure by charitable activity**

**Summary by fund type**

	<b>Restrict ed fund s</b>	<b>Unrestrict ed fund s</b>	<b>Total fund s 2022</b>	<b>Tota l fund s</b>
Support costs		<b>9,360</b>	<b>10,34</b>	15,969
Direct costs		<b>72,5</b>	<b>71,59</b>	67,45
		<b>82</b>	<b>4</b>	2
			<b>81,942</b>	83,42
		<b>81,942</b>		1

**5. Support costs**

<b>Support costs</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Office rent and service charge	<b>2,860</b>	7,415
Office expenses	<b>983</b>	1,710
Membership Fees	<b>285</b>	325
Misc Expenditure	<b>2545</b>	4,993
Publicity	<b>261</b>	0
Telephone Internet	<b>553</b>	1,224
DBS checks	<b>72</b>	0
Meetings/AGM's	<b>377</b>	135
Training Expenses	<b>986</b>	0
Staff Supervision	<b>0</b>	0
Web Host Design	<b>342</b>	98
Bank interest/ charges	<b>96</b>	69
	<b>9,360</b>	15,969

**Notes to the financial statements Year ended 31 March 2022**

**6. Direct costs**

	<b>Total 2022 £</b>	Total 2021 £
Staff costs including salaries, N.I. and pensions	<b>71,109</b>	66,994
Mediators' expenses		
Insurance	<b>485</b>	458
		3,0
Depreciation		
	67,425	<b>72,582</b>

**7. Governance costs**

	<b>Total Funds 2022 £</b>	Total Funds 2021 £
Independent examination & AGM and Management meeting expenses	<b>7</b>	485
	<b>27</b>	
	<b>27</b>	485

**8. Net income / (Expenditure)**

This is stated after charging:

Depreciation of tangible fixed assets:

	<b>2022 £</b>	2021
- owned by the charity	<b>Nil</b>	Nil

During the year, no Trustees received any remuneration (2022 - £NIL). During the year, no Trustees received any benefits in kind (2022 - £NIL).

During the year, Trustee G Willcox received reimbursement of expenses (2022 - £53.99).

During the year, no other Trustees received any reimbursement of expenses.

**Notes to the financial statements Year ended 31 March 2022**

**9. Staff costs**

Staff costs included in "Direct Costs"

The number of employees during the year was as follows:  
2021

**2022**

	No.	No.
	<b>3</b>	<b>3</b>

No employee received remuneration amounting to more than £25,000 in a year.

**10. Tangible fixed assets**

<b>Cost</b>	<b>2022</b>	2021
At 1 April 2021	<b>Nil</b>	Nil
Depreciation Charge for the year	<b>Nil</b>	Nil
<b>Debtors</b>		
Outstanding cheques	<b>Nil</b>	Nil
<b>Creditors</b>		
Amounts falling due within one year	<b>Nil</b>	Nil

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**13. Statement of funds**

	Forward £	Incomin resourc es	Resource Expend ed	Transfer in/out £	Carrie Forwar d
<b>Unrestricted funds</b>					
General funds	95,088	77,473	81,942		90,619
33					
<b>Restricted funds</b>					
KCC Member Grant					
Kent Probation Board					
<b>Total of funds</b>	<b>95,088</b> <b>81,942</b>	<b>77,473</b>			<b>90,619</b>
<b>Summary of funds</b>					
	<b>Brought Forward £</b>	<b>Incomin g resourc</b>	<b>Resourc es Expende</b>	<b>Transfe rs in/out</b>	<b>Carrie d Forwar</b>
General funds					90,619
Restricted funds					
<b>TOTAL OF FUNDS</b>		<b>95,088</b>	<b>77,473</b>	<b>81,942</b>	
<b>90,619</b>					



**Charity number: 1052104**

## **Maidstone Mediation and Reparation Scheme**

**Unaudited**

**Trustees' report and financial  
statements Year ended 31 March  
2022**

## **Contents**

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**Statement of financial activities**

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**Balance sheet**

9

**Notes to the financial statements**

10 - 15

**Reference and administrative details of the Charity, its trustees and advisers for the year ended 31 March 2022**

**Trustees**

Chairman	Mr Geoff Willcox
Vice-Chairman	Cllr Margaret Rose (JP) retired
Secretary	Mrs Patricia Jeffery
Treasurer	Cllr Clive English (Maidstone Borough Council)

Members	Sgt. Andrew Stringer (Maidstone Police) Mr Brian Vizzard (JP) Retired Cllr Ann Kemp (Tonbridge and Malling)
---------	---

**Registered Charity number 1052104**

**Office**

Maidstone Community Support Centre  
Marsham Street  
Maidstone  
ME14 1HH

**Manager**

Mrs Kim Salisbury

**Independent Examiner**

Amy Hassall FCCA

**Bankers**

CAF Bank  
25 Kings Hill Avenue Kings Hill  
West Malling  
Kent  
ME19 4JQ  
Telephone: 03000 123 222.

## **Trustees' report**

### **For the year ended 31 March 2022**

The Trustees present their annual report together with the financial statements of Maidstone Mediation and Reparation Scheme (the charity) for the year ended 31 March 2022. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2015.

### **Structure, governance and management**

#### **a. Constitution**

The organisation was originally established as a voluntary organisation in September 1989 and registered as a charity in 1992. The Charity and its operation is governed by its Constitution.

#### **b. Method of appointment or election of Trustees**

Under the Constitution the Trustees are elected to serve on the Management Committee at each Annual General Meeting.

### **Objectives and Activities**

#### **a. Policies and objectives**

##### Objectives

Maidstone Mediation Scheme provides a free and confidential mediation service to the local community and its citizens. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of a mediator who is a neutral third party.

##### Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission on public benefit.

In particular, the charity:

- provides a free, impartial and confidential service to help people involved in disputes
- reduces the potential of violence, harassment, stress and tension within the community
- promotes, for public benefit and for the better preservation of public order, the provision of mediation services for persons or groups, involved in or likely to become involved in disputes which may lead to acts of nuisance, vandalism, breach of peace, and to advance the education of the public in the methods of mediation and, in particular the nature and causes of such disputes or conflicts.

#### **b. Activities for achieving objectives**

The Charity's operations are directed from the Community support Centre in Maidstone. The Management Committee meets on a regular basis and is responsible for the management of the Charity. The mediation activities are undertaken by staff and 30 volunteers who are recruited, trained, supported and supervised by dedicated co-ordinators. Funding for the Charity has been provided by the Local Borough Councils, Kent County Council, Housing Associations, Donations, Grants, Kent Police, Kent Probation and various training activities.

We are extremely grateful for the support of all our funders.

## **Trustees' report (continued)**

### **For the year ended 31 March 2022**

Areas of work are:

- Neighbourhood mediation - Which is designed to resolve conflicts in the local community, particularly neighbours.
- Restorative Justice - We received referrals from various agencies working with victims of crime.
- Peer mediation and Restorative Conferencing in schools - We have 23 schools with peer mediators.
- Anger management courses - These are delivered one to one as part of the work with individuals to help them resolve and prevent conflicts.
- Family mediation - We principally mediate between young people and their parents.
- Mediation for conflicts in the workplace.
- Mediation for hate crime.

### **Partnership**

We work in partnership with multi agency groups, including, The Safer Maidstone Partnership, Maidstone Borough Council, Tonbridge and Malling Borough Council, Tonbridge and Malling Crime and Disorder reduction Partnership, KCC Early help, The Police, Social landlords, Citizens Advice Bureau, Kent Mental Health Team's.

### **Achievements and performance**

#### **a. Review of activities**

The results for the year are set out on page 8

The loss for the year is £4,468.96

Reserves as at 31 March 2022 amounted to £90,619.28

### **Financial review**

#### **a. Reserves policy**

The Board of Trustees have established a policy whereby the unrestricted free reserves held by the Charity should be maintained at a level where it is considered that a broad business base can be laid for the Charity to continue its current activities and to explore the options for the future expansion in either restricted and/or non-restricted areas of funded activities.

The unrestricted reserves amounted to £90,619.28 at 31 March 2022, which is within the current target range based on 12 months of total unrestricted incoming resources. The policy is monitored and reviewed annually.

£30,000 is reserved in the Hampshire Trust Bank should there ever be a need for a redundancy payment to staff, as well 3 month's rent arrears liability.

### **Plans for the future**

#### **a. Future developments**

The Charity continues to look for opportunities to promote the use of mediation to resolve conflicts, restore peace and improve community cohesion.

We will be looking to offer mediation and restorative Justice to help with any conflict situation or incident of harm.

We are also working collaboratively with a number of other organisations, bidding and tendering to deliver activities on a consortia basis county wide.

**Independent examiner's  
report  
For the year ended 31 March  
2022**

**Independent examiner's report to the Trustees of Maidstone Mediation and Reparation Scheme**

This report is on the financial statements of Maidstone Mediation and Reparation Scheme for the period for the year ended 31st March 2022.

**Responsibilities of the Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts and financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year. The Trustees' considered that an audit for this year, under section 144(2) of the Charities Act 2011, is not required and that an independent examination is needed.

**Basis of this Report**

As the appointed Independent Examiner, having satisfied myself that the Charity was not subject to audit under Company Law, and therefore eligible for an independent examination, it was my responsibility to:

- examine the accounts
- to follow the procedures laid down in the General Directions given by the Charity Commission
- to state whether any particular matters have come to my attention
- to state whether the annual report is consistent with the financial statements

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention which, in my opinion, should be drawn in order to enable a proper understanding of the accounts to be reached. The examination includes a review of the accounting records kept by Maidstone Mediation Scheme and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and, where necessary, seeking clarification from the Trustees

In my opinion:

The financial statements give a true and fair view of the state of the Charity's affairs as at 31<sup>st</sup> March 2022 of its incoming resources and application of those resources.

Therefore, the requirements to keep accounting records and to prepare accounts in accordance with the Recommended Practice of Accounting and Reporting by Charities have been met.

**A Hassall FCCA  
Independent Examiner**

## **Notes to the Financial Statements for the year ended 31<sup>st</sup> March 2022**

### **Basis of Accounting**

The financial information has been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP200) issued in October 2000 and applicable accounting standards.

### **Funds**

General funds represent the funds of the Charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Charity. Funds designated for a particular purpose by the Charity are also unrestricted.

Restricted funds are those funds that must be spent for the purpose for which they have been given and details of the funds held, and their respective restriction, are provided in the relevant notes.

The financial statements include all transactions, assets and liabilities for which the Maidstone Mediation Scheme is responsible in law.

### **Incoming resources**

Service agreements with Borough Councils, Housing Associations and Grants and donations are accounted for when paid over,

### **Resources used**

All resources used are accounted for when paid over.

### **Assets - office equipment**

Equipment used within the office of the Charity will be capitalised and depreciated on a straight line basis over their anticipated useful economic life. Minor items of equipment with a purchase price of under £500 are written off when the asset is acquired.

### **Current assets**

Current assets include cash held on deposit at the bank. Interest entitlements are accounted for as they accrue.

**Maidstone Mediation and  
Reparation Scheme**

**Statement of financial activities (incorporating income and expenditure  
Year ended 31 March 2022**

	<b>Unrestrict ed funds 2022</b>	<b>Restricted fund s 2022</b>	<b>Total fund s 2022</b>	Total funds 2021
<b>Incoming resources</b>				-
Incoming resources from generated funds:				
Investment income	2 3 76,833 63 4		76,833 634	49,451 1,015
<b>Total incoming resources</b>	<b>77,473</b>		<b>77,473</b>	50,466
<b>Resources expended</b>				
Charitable activities	4	<b>81,942</b>		83,421
Governance costs				
Partnership cost				
<b>Total resources expended</b>		<b>81,942</b>	<del>81,942</del>	83,241
<b>Net income / (Expenditure) before transfers</b>	<b>(4,469)</b>		<b>(4,469)</b>	(32,955)
Transfers between Funds	-	-	-	-
<b>Net movement in funds for the year</b>				
<b>Total funds at 1 April 2021 = £ 95,088</b>				
<b>Total funds at 31 March 2022 = 90,619</b>				

The notes on pages 10 to 15 form part of these financial statements.

**Charity number 1052104**

**Balance sheet  
As at 31 March 2022**

	<b>Note</b>	<b>2022 £</b>	<b>2021 £</b>
<b>Fixed assets</b>			
Tangible assets	<b>10</b>		
<b>Current assets</b>			
Debtors	<b>11</b>		
Cash at bank and in hand		<b>90,</b>	95,088
		<b>619</b>	
<b>Creditors:</b> amounts falling due within one year	<b>12</b>		
<b>Net assets</b>		<b>90,</b>	95,088
		<b>619</b>	
<b>Charity Funds</b>			
Unrestricted funds	<b>13</b>	<b>90,</b>	95,088
<b>Total funds</b>		<b>90,619</b>	95,088

The financial statements were approved by the Trustees on 20 July 2022 and signed on their behalf by: Geoff Willcox - Chairman

The notes on pages 10 to 15 form part of these financial statements.

**Notes to the financial  
statements Year ended 31  
March 2022**

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2015, applicable accounting standards...

**1.2 Charity status**

Maidstone Mediation is a registered charity No.1052104

**1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 Incoming resources**

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

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of receipt from HMRC.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

**Notes to the financial statements Year ended 31 March 2022**

**1. Accounting policies (continued)**

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment - 33% on cost

**1.7 Taxation**

As a registered charity no provision is considered necessary for taxation.

**2. Voluntary income**

	Restricteds 2022	Fund 2022	Total Funds 2022 £	Total funds 2022
<b>Donations</b>		<b>10,582</b>	<b>10,584</b>	
<b>Grants</b>		<b>43,430</b>	<b>43,430</b>	29,99
<b>Fees</b>		<b>8,909</b>	<b>8,909</b>	14,42
<b>Misc.</b>			<b>260</b>	
<b>HMRC - JRS</b>		<b>13,656</b>	<b>13,656</b>	
Voluntary income		<b>76,839</b>	<b>76,839</b>	
<b>49,451</b>				

**3. Investment income**

	Restricteds 2022	Unrestricteds 2022	Total fund 2022	Total fund 2022
Bank Interest	-	<b>634</b>	<b>634</b>	
				<b>1,015</b>

**Notes to the financial statements Year ended 31 March 2022**

**4. Expenditure by charitable activity**

**Summary by fund type**

	<b>Restrict ed fund s</b>	<b>Unrestrict ed fund s</b>	<b>Total fund s 2022</b>	<b>Tota l fund s 2021</b>
Support costs		<b>9,360</b>	<b>10,34</b>	15,969
Direct costs		<b>72,5</b>	<b>71,59</b>	67,45
		<b>82</b>	<b>4</b>	2
			<b>81,942</b>	83,42
		<b>81,942</b>		1

**5. Support costs**

<b>Support costs</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Office rent and service charge	<b>2,860</b>	7,415
Office expenses	<b>983</b>	1,710
Membership Fees	<b>285</b>	325
Misc Expenditure	<b>2545</b>	4,993
Publicity	<b>261</b>	0
Telephone Internet	<b>553</b>	1,224
DBS checks	<b>72</b>	0
Meetings/AGM's	<b>377</b>	135
Training Expenses	<b>986</b>	0
Staff Supervision	<b>0</b>	0
Web Host Design	<b>342</b>	98
Bank interest/ charges	<b>96</b>	69
	<b>9,360</b>	15,969

**Notes to the financial statements Year ended 31 March 2022**

**6. Direct costs**

	<b>Total 2022 £</b>	Total 2021 £
Staff costs including salaries, N.I. and pensions	<b>71,109</b>	66,994
Mediators' expenses		
Insurance	<b>485</b>	458
		3,0
Depreciation		
	67,425	<b>72,582</b>

**7. Governance costs**

	<b>Total Funds 2022 £</b>	Total Funds 2021 £
Independent examination & AGM and Management meeting expenses	<b>7</b>	485
	<b>27</b>	
	<b>27</b>	485

**8. Net income / (Expenditure)**

This is stated after charging:

Depreciation of tangible fixed assets:

	<b>2022 £</b>	2021
- owned by the charity	<b>Nil</b>	Nil

During the year, no Trustees received any remuneration (2022 - £NIL). During the year, no Trustees received any benefits in kind (2022 - £NIL).

During the year, Trustee G Willcox received reimbursement of expenses (2022 - £53.99).

During the year, no other Trustees received any reimbursement of expenses.

**Notes to the financial statements Year ended 31 March 2022**

9. **Staff costs**

Staff costs included in "Direct Costs"

The number of employees during the year was as follows:  
2021

**2022**

	No.	No.
	<b>3</b>	<b>3</b>

No employee received remuneration amounting to more than £25,000 in a year.

10. **Tangible fixed assets**

<b>Cost</b>	<b>2022</b>	2021
At 1 April 2021	<b>Nil</b>	Nil
Depreciation Charge for the year	<b>Nil</b>	Nil
<b>Debtors</b>		
Outstanding cheques	<b>Nil</b>	Nil
<b>Creditors</b>		
Amounts falling due within one year	<b>Nil</b>	Nil

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**13. Statement of funds**

	Forward £	Incomin resourc es	Resource Expended	Transfer in/out £	Carrie Forwar d
<b>Unrestricted funds</b>					
General funds	95,088	77,473	81,942		90,619
33					
<b>Restricted funds</b>					
KCC Member Grant					
Kent Probation Board					
<b>Total of funds</b>	<b>95,088</b> <b>81,942</b>	<b>77,473</b>			<b>90,619</b>
<b>Summary of funds</b>					
	<b>Brought Forward £</b>	<b>Incomin g resourc</b>	<b>Resourc es Expended</b>	<b>Transfe rs in/out</b>	<b>Carrie d Forwar d</b>
General funds					90,619
Restricted funds					
<b>TOTAL OF FUNDS</b>		<b>95,088</b>	<b>77,473</b>	<b>81,942</b>	
<b>90,619</b>					



**THE MAIDSTONE MEDIATION AND REPARATION SCHEME**

England & Wales - Charity number 1052104

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# Accounts

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**Registered charity 1052104**



# ANNUAL REPORT

# 2021

**Mediators help people to understand  
one another's point of view**

## AIMS OF THE SERVICE

To bring peace

1. To provide mediation for conflict resolution and Restorative Justice to the residents of Maidstone and district and the Mallings.
2. To train and support volunteer mediators for them to provide services to the community.
3. To develop interagency links and partnership arrangements with statutory and voluntary bodies in Kent.
4. To keep appropriate records and statistics (in accordance with May 2018 GDPR guidelines) and provide a service to any person irrespective of colour, gender, class, physical or mental ability.
5. To increase the uptake of mediation in a variety of settings, including mediation in neighbourhoods, schools, prisons, the workplace and the family.
6. To provide a Restorative Justice Service to victims of crime and offenders across Mid Kent.
7. To help people learn skills to combat stress and anger and raise self-esteem.

# The Team

## MANAGEMENT COMMITTEE 2020/21

Chairman	<b>Geoff Willcox</b>
Vice-Chairman	<b>Margaret Rose J.P (ret'd)</b>
Secretary	<b>Patricia Jeffery</b>
Treasurer	<b>Cllr. Clive English (Maidstone B.C)</b>

## MEMBERS

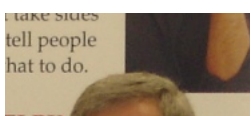
**Sgt. Andrew Stringer (Maidstone Police)**  
**Brian Vizzard (M.B.C)**  
**Ann Kemp (T& M.B.C)**

## STAFF

Service Manager	<b>Kim Salisbury</b>
Trainer / Office Administrator.	<b>Susan Sullivan</b>
Schools Manager / Finance Admin.	<b>Caroline McInnes</b>

## CURRENT VOLUNTEERS

<b>Anita Freeman</b>	<b>Deborah Anderson</b>
<b>Annette Hinton</b>	<b>Natalie Baylis</b>
<b>Patricia Jeffery</b>	<b>Nicky Gordon</b>
<b>Linda Maine</b>	<b>Theresa Lindsay</b>
<b>Paul Oakley</b>	<b>Maria Munson</b>
<b>Gill Pearton</b>	<b>Alenka Rhodes</b>
<b>Ian Snowball</b>	<b>Darren Stevens</b>
<b>Tony Sowerby</b>	<b>Andrea Taylor</b>
<b>Christine Thompson</b>	<b>Elaine Thompson</b>
<b>Mike Tracey</b>	<b>Keith Watson</b>
<b>Andrea Taylor</b>	<b>Corinne Wells</b>
<b>Juliet Priest</b>	<b>Sian Williams</b>



It is my privilege to be writing this report as Chairman of Maidstone Mediation Scheme as we slowly, (hopefully) come out of this Pandemic. This is an amazing charity that has continued helping and supporting the residents of Maidstone and The Malling's during such unprecedented times. We have, of course, had financial challenges but we have risen to those challenges, refocused and thanks to the manager; Kim Salisbury, we have continued to be awarded funding and been successful in our funding applications.

Our thanks go to MBC and T&MBC as well as the Community Safety partnerships, Golding Homes, Kent Community Foundation, KCC Early help and also many thanks to our benefactor who donates monthly to his 'favourite' charity. Also, I give thanks to the many schools' contributions and to Sue Sullivan who has secured funding by facilitating external training. A special thank you must go to Janet Sturge who made a very generous gesture of leaving the charity a bequest in her will.

As chairman, I would like to sincerely thank all staff for their commitment in continuing to provide a service to the community. They have worked together as a team, thinking outside the box, being inventive and creative to ensure that Maidstone Mediation continued to deliver a first-class mediation service during a Pandemic whilst working remotely to comply with Government guidance.

Caroline McInnes has recently returned to working in schools after several months away, already nearly 20 schools have asked to have her back as have the two senior schools Cornwallis and New Line Learning. Even though many schools are struggling financially; they recognise that their investment in having Caroline work in their schools saves them hours of teacher time, possible school exclusions and time taken out to try to resolve all manner of conflicts. The latter doesn't even include the time spent delivering anger management courses to those young people in need.

Sue has continued to coordinate and monitor referrals and telephone enquiries while working remotely. She has done an amazing job of developing a training course for new volunteers, bearing in mind all covid safety restrictions and even outsourcing it to other organisations. Sue has a calm and natural way about her that is encouraging and supportive to all the volunteers.

4

I would like to give thanks, again, to all the Volunteers and Trustees who are involved and support Maidstone Mediation. Our volunteer mediators are starting to work back in the community and we're continually working hard supporting and helping residents and families to resolve conflict in a fair and reasonable way.

Again, I will say how proud I am to be part of this charity whose staff and volunteers never cease to amaze me. Everyone has been through tough times, not least of all the voluntary sector, but if Maidstone Mediation can come through these last months, still be solvent, positive and determined, then the future of the charity looks bright.

## MANAGER'S REPORT



*Kim Salisbury*

I can't begin to tell you how happy I am to be writing this report for the 32nd! AGM for Maidstone Mediation Scheme, what a very challenging year it has been. Having said that, here we are, thriving and moving forward in a very positive way.

We have made some difficult decisions during this time; downsizing the office and staff being part time furloughed using the governments' job retention scheme. Those decisions were made because we had to refocus on what was important; we had to rise to the challenge of keeping the charity solvent and afloat. According to the Charities commission, 97 charities became insolvent last year, we could have been one of those if it hadn't been for good governance of the charity by the chairman and staff who made joint and informed decisions.

Thankfully, even during a pandemic, we have continued to be successful in our funding bids and have been awarded funding by Maidstone Borough Council, Tonbridge and Malling Borough Council and the Police and Crime Commissioner via the two Community Safety Partnerships, also the Kent Community Foundation; the Dulverton Trust and the Vanquish bank. Golding homes have continued to fund us as have KCC Early Help. They have kept us going, enabling us, and trusting in us and our reputation. We were also extremely fortunate to be left a significant bequest by a very special and worldly lady, a Quaker, who really understood the value of mediation, especially Peer mediation. She was a mediator for the charity for many years and continued to think of us even in the event of her passing. Thank you, Janet Sturge.

We are so lucky in that all our volunteers are of the highest calibre, both volunteer mediators and the volunteer board of trustees. Sadly, we have lost some volunteers over the last few months, however we have just recruited a further 15 new volunteers! Sue and Caroline delivered a brilliant training course in the summer and the feedback was that they were both 'amazing'. Sue has also been asked to deliver training at Folkestone and Hythe Mediation Service and also with Kent Police and Golding homes. I would just like to take this opportunity to say thank you, to all of you, for all that you do.

On that note, talking of trustees, I cannot fail to mention Geoff's fantastic achievement at being awarded Kent Charities Awards, Trustee of the Year, very well-deserved accolade for Geoff.

There is continued demand for our service, even during Lockdown, as neighbours and families are struggling to cope with the restrictions and demands that were put upon them. Schools are beginning to get back to normal and Caroline is getting calls on a daily basis about when she can go back into their school to deliver peer mediation training, New Line Learning and Cornwallis schools wasted no time in asking her back.

With this in mind, we will continue to deliver and respond to the needs of the whole community, in the knowledge that we are making a positive

difference, helping to make it a better, safer, and more peaceful place to live, work and visit.

## CASES



*Susan Sullivan*

Of all the cases we received during lockdowns, family cases were the ones where we were able to have the biggest impact. The majority of neighbours wanted to wait for joint meetings to be possible.

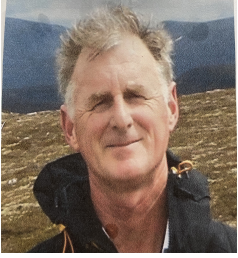
Family cases were usually about access to children when it had been stopped. As children of divorced or separated parents were allowed to be in two bubbles, our interventions ensured that contact was re-established for the absent parent. There were many misunderstandings and misperceptions that were able to be cleared up at joint meetings, whether virtual or face to face. At the time of the meetings there was no clear sign of when the lockdowns would end so it was important for the clients to be able to have their cases mediated sooner rather than later.

Anger issues were exacerbated by lock down and again we were able to help many people improve their control over their anger and therefore improve the quality of life for those who live with them too. Our clients were of all ages and walks of life. We had a couple of occasions when the course was so successful that other members of the family wanted to take the course too!

We had successes working with parents and teens too. Many families found lockdown stressful with parents trying to work from home whilst also ensuring that teens were doing schoolwork. We were able to make agreements regarding the usual messy bedrooms, bedtimes etc. but also about planning their days to ensure everyone got to do what they needed to do and there was still quality family time. Our top 10 tips for parents came in very handy too for many parents.

Before September this year, whilst working virtually, we asked our volunteers if any of them would be happy to lone work. Understandably, this wasn't agreeable for everyone, but I would like to thank Annette, Paul and Gill for boldly agreeing to go it alone.

Particular thanks to Caroline who was the 'epidemic anger management queen'. I lost count of how many anger management cases she took on.



*Paul Oakley*

## **FAMILY CASE STUDY**

We were approached by two sisters who were finding it difficult to communicate, and no longer talking to each other. Both sisters had LPA for their mother and the issue revolved around care for their mother who was unable to look after herself and eventually had to go into a care home. Both the sisters had no confidence in the other's ability to make decisions for their mother, and each accused each other of forgetfulness, breaking of promises, and keeping financial information to themselves (each sister had access to one of two accounts that the mother had set up.)

Initial stage one meetings with each sister took place over zoom, as we were in one of the lockdown periods.

It was established at these meetings that each of them had had input into their mother's care but the advent of COVID and the lockdowns had changed the dynamics of the relationships and neither trusted the other to make the right decisions for her future care, and this had led to each other accusing one other of making bad decisions.

Due to the nature of the matter, and with their permission it was deemed best to have a face-to-face meeting when possible as it was believed more would be achieved.

The eventual face to face was held at our offices, and at the meeting the rules of listening and engagement were re confirmed.

The session which was quite tense at times lasted almost two hours.

A lot of past information was brought to the table, and we had to remind the sisters that we were there to look to the future not the past.

As the meeting progressed, we were able to move the sisters forward and to focus and discuss the important issue which was their mother's care.

This acknowledgment from them both enabled the discussion to open up around what each of them required from the other, and an agreement was reached between the two, on a number of issues including the sharing of finance data, importantly their mothers care, and the need for all decisions to be agreed in writing by both parties before proceeding with any decisions that would effect or were related to the care and well-being of their mother.

Since the mediation we have received thanks for our services and an acknowledgement that having someone to facilitate the meeting and having a written agreement had helped them to communicate again.



## **SCHOOLS REPORT**



*Caroline McInnes*

As you can imagine, schools work this past year has been quite quiet. Schools have been in touch with me to check when things might get back to normal but there was a recognition that because students were working in bubbles, that Peer Mediation wouldn't be possible.

I was invited into a couple of small primary schools to do the training which they were very happy about. However, come September this year things went mad.

I'm now in nearly 20 Primary schools doing the training and even though some of the schools are struggling financially, they still want to have Peer Mediators.

I've been in New Line Learning Academy on and off over the last year doing mediations and the anger management courses which are always in demand.

This September I was asked to go back into Cornwallis Academy too and they were very glad to have me back as were the students who like to have someone to offload on to.

## **CASE STUDY**

I was asked to attend the Malling School because they had two boys who had got into a fight and the families had got involved.

It turned out that friends of these boys had stirred things up and encouraged the boys to have a go at each other. Their families were very angry about it and there was a lot of shouting at the school gates.

During the mediation the boys discovered that neither of them had instigated the fight but had been egged on by friends.

They also discovered that they had an awful lot in common, which they hadn't realised before and as a result became friendly with one another promising that if they had a problem with the other in future, they would talk to them and not listen to other people.

## **ANGER MANAGEMENT REPORT**



*Caroline McInnes*

We had a lot of referrals during the last year, not helped by the Covid situation. As I wasn't much in schools, I was able to take on quite a few cases although we couldn't do them face to face as usual but done over the phone.

It meant sending out all the paperwork, but it was better than nothing and a lot of clients said they were just really pleased to have someone they could talk to and offload on.

We had a mixture of adults and young people keen to do the course and I think because they were stuck at home, were always available to take the calls whereas when doing them face to face it doesn't take much for them to postpone or cancel.

### **CASE STUDY**

We had a lady referred to us who was being driven mad by noisy neighbours and found that she was taking her anger out on her partner. They lived in a converted barn which had thin walls so that they could here almost every word that was being said and next door's son had ADHD which meant that there was a lot of shouting at times too.

Both properties had external swimming pools and the lady, and her partner used to like going out to relax by the pool, but the family next door would make it stressful with all the music playing loudly and shouting.

Unfortunately, her neighbour wouldn't engage in mediation which angered the lady even more, however, while doing the anger management course she came to realise that she had no control over her neighbours but that she could control what she thought about it all and she decide that instead of trying to fight what was going on, she would learn to live with it.

They bought sound blockers such as waterfall sounds or white noise recordings which although they didn't cut out all the noise, made it more bearable and she said she felt like a different person and was pleased that she came to us for help.



*Susan Sullivan*

## **TRAINING REPORT**

After not being able to train for some time, the courses having really taken off since the summer.

A course to train new volunteer mediators was planned. As lockdown easing was delayed this had to be cancelled and rescheduled. Due to the change, we lost a couple of trainees who couldn't make the new date but, happily, gained a few more. Extra space was hired, and procedures put in place to do our best to ensure everyone's safety.

The 4-day course took place at the end of July. We had a record 16 trainees! We are so lucky to gain a new group of mediators who bring endless skills with them. I feel the course was a success and the feedback was very good. I trained the delegates in Neighbour and Caroline took over for the Parent/Teen.

I delivered a Refresher course for current volunteers due to the long hiatus and a second date will be arranged soon for those who could not attend.

I have given two mediation courses to volunteers at East Kent Mediation who are restarting their service.

I have delivered two sessions of Mediation Awareness training to CSU in Maidstone. This includes Police Officers, PCSOs, Maidstone Borough Council housing team along with others.

I am in the process of arranging dates for CSU in Tonbridge and Malling and Golding Homes.

When our new mediators have a couple of cases under their belts, Caroline will deliver the anger management training course to them to enhance their skills.

I'm happy to report that we already have a waiting list for our next course.

## **FACTS AND FIGURES 2020 /2021**

1. RESTORATIVE JUSTICE (VICTIM AND OFFENDER) = 0 CASES
2. NEIGHBOUR DISPUTES = 48 REFERRALS
3. PEER MEDIATION IN SCHOOLS = 2 SCHOOLS = 24 STUDENT PEER MEDIATORS
4. RESTORATIVE CONFERENCING / MEDIATIONS IN SCHOOLS = 2 MEDIATIONS
5. ANGER MANAGEMENT COURSES = 23 IN OFFICE  
11 IN SCHOOLS
6. PARENT AND TEENAGER & FAMILIES MEDIATION = 19 FAMILIES
7. TRAINING COURSES (EXCLUDING PEER MEDIATION) = 2 COURSES
8. WORKPLACE = 0

# Neighbour Mediations 2020/21 Total = 49 referrals

Chart showing locations of neighbour referrals

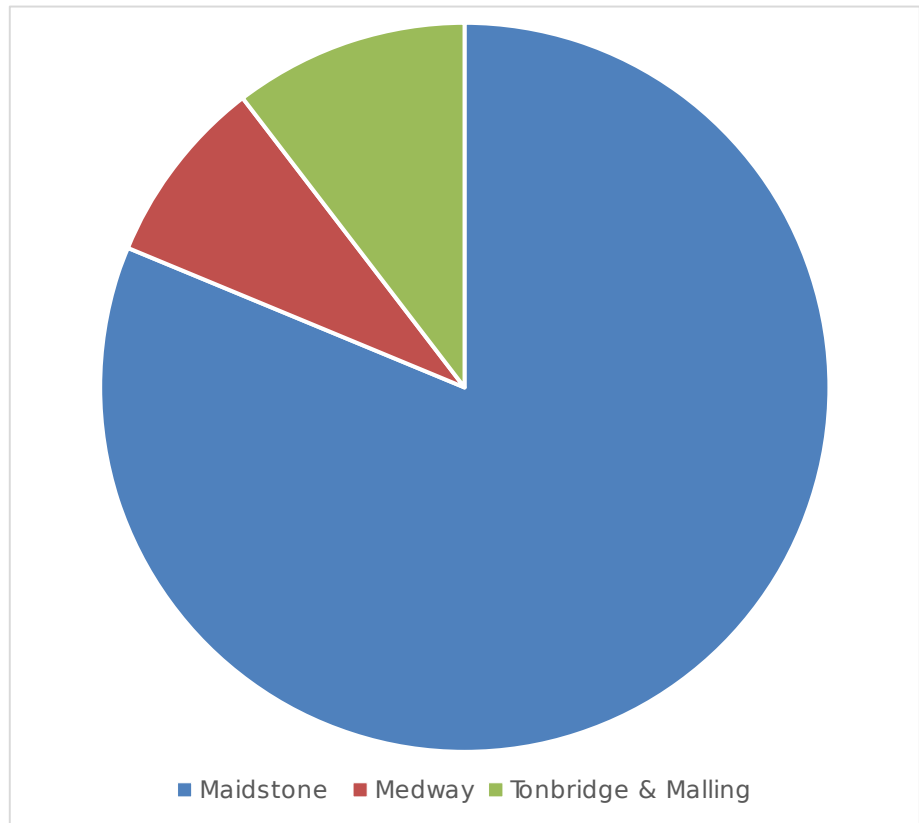
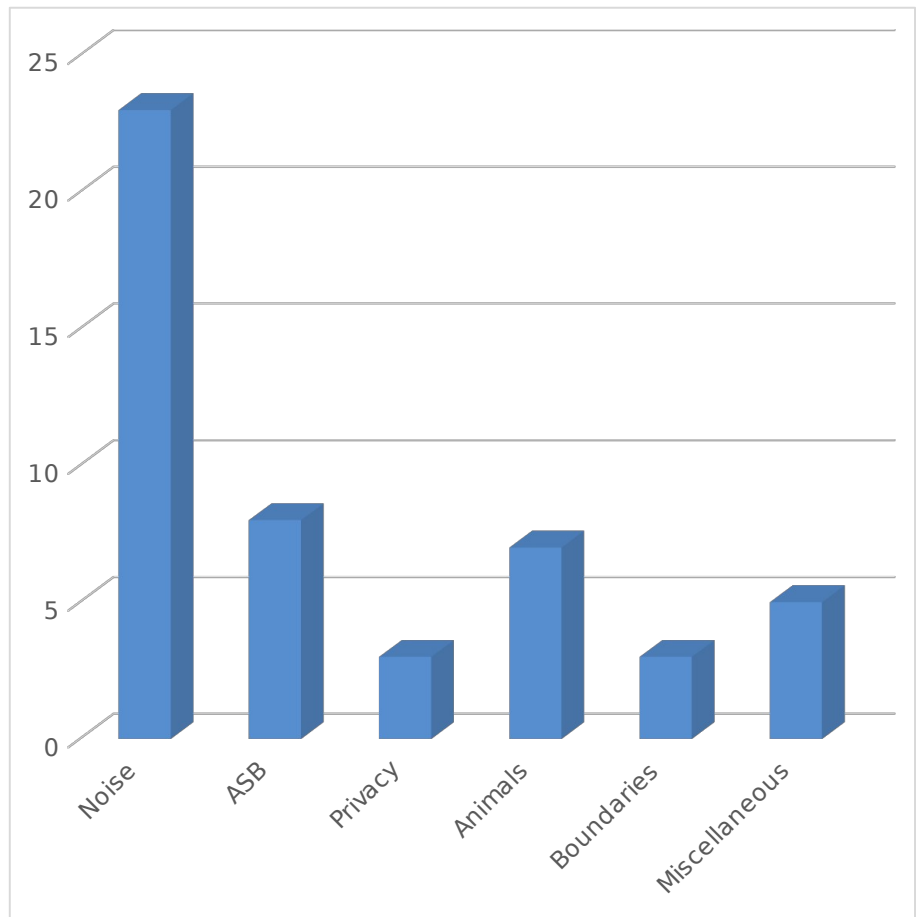


Chart showing types of conflicts



# Maidstone Mediation and Reparation Scheme

## Statement of financial activities (incorporating income and expenditure) Year ended 31 March 2021

	Unrestricte d funds 2021	Restricted fund s 2021	Total fund s 2021	Total funds 2020 £
<b>Incoming resources</b>				
Incoming resources from generated funds:	2			103,106
Investment income	3	1,015	1,015	1,013
<b>Total incoming resources</b>	<b>50,466</b>		<b>50,466</b>	104,119
<b>Resources expended</b>				
Charitable activities	4	83,421		89,276
Governance costs				
Partnership cost				
<b>Total resources expended</b>		<b>83,241</b>	<b>83,241</b>	89,276
<b>Net income / (Expenditure) before transfers</b>	<b>(32,955)</b>		<b>(32,955)</b>	14,843
Transfers between Funds	-	-	-	-
<b>Net movement in funds for the year</b>				
<b>Total funds as at 1 April 2020 = £</b>				<b>122,044</b>
<b>Total funds as at 31 March 2021 =</b>				<b>65,088</b>

**Charity number 1052104**

**Balance sheet  
As at 31 March 2021**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Fixed assets</b>			
Tangible assets	<b>10</b>		
<b>Current assets</b>			
Debtors	<b>11</b>		
Cash at bank and in hand		<b>95,</b>	128,044
		<b>088</b>	
<b>Creditors:</b> amounts falling due within one year	<b>12</b>		
<b>Net assets</b>		<b>95,</b>	128,044
		<b>088</b>	
<b>Charity Funds</b>			
Unrestricted funds	<b>13</b>	<b>95,</b>	128,044
		<b>088</b>	
<b>Total funds</b>			128,044
		<b>95,088</b>	

The financial statements were approved by the Trustees on 31 Aug 2021 and signed on their behalf by: Geoff Willcox - Chairman



## **Maidstone Mediation Scheme**

Maidstone Community Support Centre

39-48 Marsham Street

Maidstone ME14 1HH

Tel 01622 692843

Email [maidstonemediation@gmail.com](mailto:maidstonemediation@gmail.com)

[www.maidstonemediation.co.uk](http://www.maidstonemediation.co.uk)

Charity Number: 1052104

Member of the Restorative Justice Council



**Charity number: 1052104**

## **Maidstone Mediation and Reparation Scheme**

**Unaudited**

**Trustees' report and financial  
statements Year ended 31 March  
2021**

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**Notes to the financial statements**

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**Reference and administrative details of the Charity, its trustees and advisers for the year ended 31 March 2021**

**Trustees**

Chairman	Mr Geoff Willcox
Vice-Chairman	Cllr Margaret Rose (JP) retired
Secretary	Mrs Patricia Jeffery
Treasurer	Cllr Clive English (Maidstone Borough Council)

Members	Sgt. Andrew Stringer (Maidstone Police)
	Mr Brian Vizzard (JP) Retired)
	Cllr Ann Kemp (Tonbridge and Malling)

**Registered Charity number 1052104**

**Office**

Maidstone Community Support Centre  
Marsham Street  
Maidstone  
ME14 1HH

**Manager**

Mrs Kim Salisbury

**Independent Examiner**

Amy Hassall FCCA

**Bankers**

CAF Bank  
25 Kings Hill Avenue Kings Hill  
West Malling  
Kent  
ME19 4JQ.  
Telephone: 03000 123 222.

## **For the year ended 31 March 2021**

The Trustees present their annual report together with the financial statements of Maidstone Mediation and Reparation Scheme (the charity) for the year ended 31 March 2021. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2015.

### **Structure, governance and management**

#### **a. Constitution**

The organisation was originally established as a voluntary organisation in September 1989 and registered as a charity in 1992. The Charity and its operation is governed by its Constitution.

#### **b. Method of appointment or election of Trustees**

Under the Constitution the Trustees are elected to serve on the Management Committee at each Annual General Meeting.

### **Objectives and Activities**

#### **a. Policies and objectives**

##### Objectives

Maidstone Mediation Scheme provides a free and confidential mediation service to the local community and its citizens. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of a mediator who is a neutral third party.

##### Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission on public benefit.

In particular, the charity:

- provides a free, impartial and confidential service to help people involved in disputes
- reduces the potential of violence, harassment, stress and tension within the community
- promotes, for public benefit and for the better preservation of public order, the provision of mediation services for persons or groups, involved in or likely to become involved in disputes which may lead to acts of nuisance, vandalism, breach of peace, and to advance the education of the public in the methods of mediation and, in particular the nature and causes of such disputes or conflicts.

#### **b. Activities for achieving objectives**

The Charity's operations are directed from the Community support Centre in Maidstone. The Management Committee meets on a regular basis and is responsible for the management of the Charity. The mediation activities are undertaken by staff and 30 volunteers who are recruited, trained, supported and supervised by dedicated co-ordinators. Funding for the Charity has been provided by the Local Borough Councils, Kent County Council, Housing Associations, Donations, Grants, Kent Police, Kent Probation and various training activities.

We are extremely grateful for the support of all our funders.

## **Trustees' report (continued)**

### **For the year ended 31 March 2021**

Areas of work are:

- Neighbourhood mediation - Which is designed to resolve conflicts in the local community, particularly neighbours.
- Restorative Justice - We received referrals from various agencies working with victims of crime.
- Peer mediation and Restorative Conferencing in schools - We have 23 schools with peer mediators.
- Anger management courses - These are delivered one to one as part of the work with individuals to help them resolve and prevent conflicts.
- Family mediation - We principally mediate between young people and their parents.
- Mediation for conflicts in the workplace.
- Mediation for hate crime.

### **Partnership**

We work in partnership with multi agency groups, including, The Safer Maidstone Partnership, Maidstone Borough Council, Tonbridge and Malling Borough Council, Tonbridge and Malling Crime and Disorder reduction Partnership, , KCC Early help, The Police, Social landlords, Citizens Advice Bureau, Kent Mental Health Teams .

### **Achievements and performance**

#### **a. Review of activities**

The results for the year are set out on page 8

The loss for the year is £32,955.31

Reserves as at 31 March 2021 amounted to £95,088.24

### **Financial review**

#### **a. Reserves policy**

The Board of Trustees have established a policy whereby the unrestricted free reserves held by the Charity should be maintained at a level where it is considered that a broad business base can be laid for the Charity to continue its current activities and to explore the options for the future expansion in either restricted and/or non-restricted areas of funded activities.

The unrestricted reserves amounted to £95,088.24 at 31 March 2021, which is within the current target range based on 12 months of total unrestricted incoming resources. The policy is monitored and reviewed annually.

£30,000 is reserved in the Hampshire Trust Bank should there ever be a need for a redundancy payment to staff, as well 3 month's rent arrears liability.

### **Plans for the future**

#### **a. Future developments**

The Charity continues to look for opportunities to promote the use of mediation to resolve conflicts, restore peace and improve community cohesion.

We will be looking to offer mediation and restorative Justice to help with any conflict situation or incident of harm.

We are also working collaboratively with a number of other organisations, bidding and tendering to deliver activities on a consortia basis county wide.

**Independent examiner's  
report  
For the year ended 31 March  
2021**

**Independent examiner's report to the Trustees of Maidstone Mediation and Reparation Scheme**

This report is on the financial statements of Maidstone Mediation and Reparation Scheme for the period for the year ended 31st March 2021.

**Responsibilities of the Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts and financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year. The Trustees' considered that an audit for this year, under section 144(2) of the Charities Act 2011, is not required and that an independent examination is needed.

**Basis of this Report**

As the appointed Independent Examiner, having satisfied myself that the Charity was not subject to audit under Company Law, and therefore eligible for an independent examination, it was my responsibility to:

- examine the accounts
- to follow the procedures laid down in the General Directions given by the Charity Commission
- to state whether any particular matters have come to my attention
- to state whether the annual report is consistent with the financial statements

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention which, in my opinion, should be drawn in order to enable a proper understanding of the accounts to be reached. The examination includes a review of the accounting records kept by Maidstone Mediation Scheme and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and, where necessary, seeking clarification from the Trustees

In my opinion:

The financial statements give a true and fair view of the state of the Charity's affairs as at 31<sup>st</sup> March 2021 of its incoming resources and application of those resources.

Therefore, the requirements to keep accounting records and to prepare accounts in accordance with the Recommended Practice of Accounting and Reporting by Charities have been met.

**A Hassall FCCA  
Independent Examiner**

## **Notes to the Financial Statements for the year ended 31<sup>st</sup> March 2021**

### **Basis of Accounting**

The financial information has been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP200) issued in October 2000 and applicable accounting standards.

### **Funds**

General funds represent the funds of the Charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Charity. Funds designated for a particular purpose by the Charity are also unrestricted.

Restricted funds are those funds that must be spent for the purpose for which they have been given and details of the funds held, and their respective restriction, are provided in the relevant notes.

The financial statements include all transactions, assets and liabilities for which the Maidstone Mediation Scheme is responsible in law.

### **Incoming resources**

Service agreements with Borough Councils, Housing Associations and Grants and donations are accounted for when paid over,

### **Resources used**

All resources used are accounted for when paid over.

### **Assets - office equipment**

Equipment used within the office of the Charity will be capitalised and depreciated on a straight line basis over their anticipated useful economic life. Minor items of equipment with a purchase price of under £500 are written off when the asset is acquired.

### **Current assets**

Current assets include cash held on deposit at the bank. Interest entitlements are accounted for as they accrue.

**Maidstone Mediation and  
Reparation Scheme**

**Statement of financial activities (incorporating income and expenditure  
Year ended 31 March 2021**

	<b>Unrestrict ed funds 2021</b>	<b>Restricted fund s 202</b>	<b>Total fund s 2021</b>	Total funds 2020
<b>Incoming resources</b>				
Incoming resources from generated funds:				103,106
Investment income	1,015		1,015	1,013
<b>Total incoming resources</b>	<b>50,466</b>		<b>50,466</b>	104,119
<b>Resources expended</b>				
Charitable activities	83,421			89,276
Governance costs				
Partnership cost				
<b>Total resources expended</b>	<b>83,241</b>		<b>83,241</b>	89,276
<b>Net income / (Expenditure) before transfers</b>	<b>(32,955)</b>		<b>(32,955)</b>	14,843
Transfers between Funds	-	-	-	-
<b>Net movement in funds for the year</b>				
<b>Total funds at 1 April 2020 = £</b>				<b>128,044</b>
<b>Total funds at 31 March 2021 =</b>				<b>95,089</b>

The notes on pages 10 to 15 form part of these financial statements.

**Charity number 1052104**

**Balance sheet  
As at 31 March 2021**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Fixed assets</b>			
Tangible assets	<b>10</b>		
<b>Current assets</b>			
Debtors	<b>11</b>		
Cash at bank and in hand		<b>95,</b>	128,044
		<b>088</b>	
<b>Creditors:</b> amounts falling due within one year	<b>12</b>		
<b>Net assets</b>		<b>95,</b>	128,044
		<b>088</b>	
<b>Charity Funds</b>			
Unrestricted funds	<b>13</b>	<b>95,</b>	128,044
		<b>088</b>	
<b>Total funds</b>			128,044
		<b>95,088</b>	

The financial statements were approved by the Trustees on 31 Aug 2021 and signed on their behalf by: Geoff Willcox - Chairman

The notes on pages 10 to 15 form part of these financial statements.

**Notes to the financial  
statements Year ended 31  
March 2021**

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2015, applicable accounting standards...

**1.2 Charity status**

Maidstone Mediation is a registered charity No.1052104

**1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 Incoming resources**

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

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of receipt from HMRC.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

**Notes to the financial statements Year ended 31 March 2021**

**1. Accounting policies (continued)**

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment - 33% on cost

**1.7 Taxation**

As a registered charity no provision is considered necessary for taxation.

**2. Voluntary income**

	Restricteds Fund 2021	Total Funds 2021 £	Total funds 2021
<b>Donations</b>	5	50	
<b>Grants</b>	29,993	29,993	80,05
<b>Fees</b>	14,422	14,422	21,56
<b>HMRC - JRS</b>	4,986	4,986	
<b>Voluntary income</b>	<b>49,451</b>	<b>49,451</b>	
<b>103,106</b>			

**3. Investment income**

	Restricteds Fund 2021	Unrestricteds Fund 2021	Total fund 2021	Total fund 2021
<b>Bank Interest</b>	-	1,015	1,015	
				1,013

**Notes to the financial statements Year ended 31 March 2021**

**4. Expenditure by charitable activity**

**Summary by fund type**

	Restrict ed fund s	Unrestrict ed fund s	Total fund s 2021	Tota l fund s
Support costs		15,96	15,96	17,263
Direct costs		67,4	67,45	72,01
		52	2	3
			<b>83,421</b>	89,27
		<b>83,421</b>		<b>6</b>

**5. Support costs**

<b>Support costs</b>	<b>Total 2021</b>	Total 2020
	£	£
Office rent and service charge	7,415	9,049
Office expenses	1,710	1,258
Membership Fees	325	275
Misc Expenditure	4,993	2,854
Publicity	0	421
Telephone Internet	1,224	1,536
DBS checks	0	100
Meetings/AGM's	135	710
Training Expenses	0	662
Staff Supervision	0	420
Legacy Expenses	0	0
Web Host Design	98	98
Bank interest/ charges	69	60
	<b>15,969</b>	17,263

**Notes to the financial statements Year ended 31 March 2021**

**6. Direct costs**

	<b>Total 2021 £</b>	Total 2020
Staff costs including salaries, N.I. and pensions	<b>66,994</b>	69,717
Mediators' expenses		1,851
Insurance	<b>458</b>	445
		3,0
 Depreciation		
	 89,276	 <b>67,425</b>

**7. Governance costs**

	<b>Total Funds 2021 £</b>	Total Funds 2020 £
Independent examination & AGM and Management meeting expenses	<b>4</b>	999
	<b>85</b>	
	<b>9</b>	999
	<b>99</b>	

**8. Net income / (Expenditure)**

This is stated after charging:

Depreciation of tangible fixed assets:

- owned by the charity

	<b>2021 £</b>	2020
	<b>Nil</b>	Nil

During the year, no Trustees received any remuneration (2021 - £NIL). During the year, no Trustees received any benefits in kind (2021 - £NIL).

During the year, Trustee G Willcox received reimbursement of expenses (2021 - £67.98). During the year, no other Trustees received any reimbursement of expenses.

**Notes to the financial statements Year ended 31 March 2021**

**9. Staff costs**

Staff costs included in "Direct Costs"

The number of employees during the year was as follows:  
2020

**2021**

	No.	No.
	<b>3</b>	<b>3</b>

No employee received remuneration amounting to more than £25,000 in a year.

**10. Tangible fixed assets**

<b>Cost</b>	<b>2021</b>	2020
At 1 April 2020	<b>Nil</b>	Nil
Depreciation Charge for the year	<b>Nil</b>	Nil
<b>Debtors</b>		
Outstanding cheques	<b>Nil</b>	Nil
<b>Creditors</b>		
Amounts falling due within one year	<b>Nil</b>	Nil

**Notes to the financial statements**  
**For the year ended 31 March 2021**

**13. Statement of funds**

	Forward £	Incomin resourc es	Resource Expend ed	Transfer in/out £	Carrie Forwar d
<b>Unrestricted funds</b>					
General funds	128,043	50,466	83,421		95,088
<b>Restricted funds</b>					
KCC Member Grant Kent Probation Board					
<b>Total of funds</b>	<b>128,042</b> <b>83,421</b>	<b>50,466</b>			<b>95,088</b>
<b>Summary of funds</b>					
	<b>Brought Forward £</b>	<b>Incomin g resourc</b>	<b>Resourc es Expende</b>	<b>Transfe rs in/out</b>	<b>Carrie d Forwar</b>
General funds	128,043				95,088
Restricted funds					
<b>TOTAL OF FUNDS</b>	<b>128,043</b>	<b>50,466</b>	<b>83,421</b>		
<b>95,088</b>					



**Charity number: 1052104**

## **Maidstone Mediation and Reparation Scheme**

**Unaudited**

**Trustees' report and financial  
statements Year ended 31 March  
2021**

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**Balance sheet**

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**Notes to the financial statements**

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**Reference and administrative details of the Charity, its trustees and advisers for the year ended 31 March 2021**

**Trustees**

Chairman	Mr Geoff Willcox
Vice-Chairman	Cllr Margaret Rose (JP) retired
Secretary	Mrs Patricia Jeffery
Treasurer	Cllr Clive English (Maidstone Borough Council)

Members	Sgt. Andrew Stringer (Maidstone Police) Mr Brian Vizzard (JP) Retired Cllr Ann Kemp (Tonbridge and Malling)
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**Registered Charity number 1052104**

**Office**

Maidstone Community Support Centre  
Marsham Street  
Maidstone  
ME14 1HH

**Manager**

Mrs Kim Salisbury

**Independent Examiner**

Amy Hassall FCCA

**Bankers**

CAF Bank  
25 Kings Hill Avenue Kings Hill  
West Malling  
Kent  
ME19 4JQ.  
Telephone: 03000 123 222.

## **For the year ended 31 March 2021**

The Trustees present their annual report together with the financial statements of Maidstone Mediation and Reparation Scheme (the charity) for the year ended 31 March 2021. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2015.

### **Structure, governance and management**

#### **a. Constitution**

The organisation was originally established as a voluntary organisation in September 1989 and registered as a charity in 1992. The Charity and its operation is governed by its Constitution.

#### **b. Method of appointment or election of Trustees**

Under the Constitution the Trustees are elected to serve on the Management Committee at each Annual General Meeting.

### **Objectives and Activities**

#### **a. Policies and objectives**

##### Objectives

Maidstone Mediation Scheme provides a free and confidential mediation service to the local community and its citizens. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of a mediator who is a neutral third party.

##### Public Benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission on public benefit.

In particular, the charity:

- provides a free, impartial and confidential service to help people involved in disputes
- reduces the potential of violence, harassment, stress and tension within the community
- promotes, for public benefit and for the better preservation of public order, the provision of mediation services for persons or groups, involved in or likely to become involved in disputes which may lead to acts of nuisance, vandalism, breach of peace, and to advance the education of the public in the methods of mediation and, in particular the nature and causes of such disputes or conflicts.

#### **b. Activities for achieving objectives**

The Charity's operations are directed from the Community support Centre in Maidstone. The Management Committee meets on a regular basis and is responsible for the management of the Charity. The mediation activities are undertaken by staff and 30 volunteers who are recruited, trained, supported and supervised by dedicated co-ordinators. Funding for the Charity has been provided by the Local Borough Councils, Kent County Council, Housing Associations, Donations, Grants, Kent Police, Kent Probation and various training activities.

We are extremely grateful for the support of all our funders.

## **Trustees' report (continued)**

### **For the year ended 31 March 2021**

Areas of work are:

- Neighbourhood mediation - Which is designed to resolve conflicts in the local community, particularly neighbours.
- Restorative Justice - We received referrals from various agencies working with victims of crime.
- Peer mediation and Restorative Conferencing in schools - We have 23 schools with peer mediators.
- Anger management courses - These are delivered one to one as part of the work with individuals to help them resolve and prevent conflicts.
- Family mediation - We principally mediate between young people and their parents.
- Mediation for conflicts in the workplace.
- Mediation for hate crime.

### **Partnership**

We work in partnership with multi agency groups, including, The Safer Maidstone Partnership, Maidstone Borough Council, Tonbridge and Malling Borough Council, Tonbridge and Malling Crime and Disorder reduction Partnership, , KCC Early help, The Police, Social landlords, Citizens Advice Bureau, Kent Mental Health Teams .

### **Achievements and performance**

#### **a. Review of activities**

The results for the year are set out on page 8

The loss for the year is £32,955.31

Reserves as at 31 March 2021 amounted to £95,088.24

### **Financial review**

#### **a. Reserves policy**

The Board of Trustees have established a policy whereby the unrestricted free reserves held by the Charity should be maintained at a level where it is considered that a broad business base can be laid for the Charity to continue its current activities and to explore the options for the future expansion in either restricted and/or non-restricted areas of funded activities.

The unrestricted reserves amounted to £95,088.24 at 31 March 2021, which is within the current target range based on 12 months of total unrestricted incoming resources. The policy is monitored and reviewed annually.

£30,000 is reserved in the Hampshire Trust Bank should there ever be a need for a redundancy payment to staff, as well 3 month's rent arrears liability.

### **Plans for the future**

#### **a. Future developments**

The Charity continues to look for opportunities to promote the use of mediation to resolve conflicts, restore peace and improve community cohesion.

We will be looking to offer mediation and restorative Justice to help with any conflict situation or incident of harm.

We are also working collaboratively with a number of other organisations, bidding and tendering to deliver activities on a consortia basis county wide.

**Independent examiner's  
report  
For the year ended 31 March  
2021**

**Independent examiner's report to the Trustees of Maidstone Mediation and Reparation Scheme**

This report is on the financial statements of Maidstone Mediation and Reparation Scheme for the period for the year ended 31st March 2021.

**Responsibilities of the Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts and financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year. The Trustees' considered that an audit for this year, under section 144(2) of the Charities Act 2011, is not required and that an independent examination is needed.

**Basis of this Report**

As the appointed Independent Examiner, having satisfied myself that the Charity was not subject to audit under Company Law, and therefore eligible for an independent examination, it was my responsibility to:

- examine the accounts
- to follow the procedures laid down in the General Directions given by the Charity Commission
- to state whether any particular matters have come to my attention
- to state whether the annual report is consistent with the financial statements

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention which, in my opinion, should be drawn in order to enable a proper understanding of the accounts to be reached. The examination includes a review of the accounting records kept by Maidstone Mediation Scheme and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and, where necessary, seeking clarification from the Trustees

In my opinion:

The financial statements give a true and fair view of the state of the Charity's affairs as at 31<sup>st</sup> March 2021 of its incoming resources and application of those resources.

Therefore, the requirements to keep accounting records and to prepare accounts in accordance with the Recommended Practice of Accounting and Reporting by Charities have been met.

**A Hassall FCCA  
Independent Examiner**

## **Notes to the Financial Statements for the year ended 31<sup>st</sup> March 2021**

### **Basis of Accounting**

The financial information has been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP200) issued in October 2000 and applicable accounting standards.

### **Funds**

General funds represent the funds of the Charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Charity. Funds designated for a particular purpose by the Charity are also unrestricted.

Restricted funds are those funds that must be spent for the purpose for which they have been given and details of the funds held, and their respective restriction, are provided in the relevant notes.

The financial statements include all transactions, assets and liabilities for which the Maidstone Mediation Scheme is responsible in law.

### **Incoming resources**

Service agreements with Borough Councils, Housing Associations and Grants and donations are accounted for when paid over,

### **Resources used**

All resources used are accounted for when paid over.

### **Assets - office equipment**

Equipment used within the office of the Charity will be capitalised and depreciated on a straight line basis over their anticipated useful economic life. Minor items of equipment with a purchase price of under £500 are written off when the asset is acquired.

### **Current assets**

Current assets include cash held on deposit at the bank. Interest entitlements are accounted for as they accrue.

**Maidstone Mediation and  
Reparation Scheme**

**Statement of financial activities (incorporating income and expenditure  
Year ended 31 March 2021**

	<b>Unrestrict ed funds 2021</b>	<b>Restricted fund s 202</b>	<b>Total fund s 2021</b>	Total funds 2020
<b>Incoming resources</b>				
Incoming resources from generated funds:				103,106
Investment income	1,015		1,015	1,013
<b>Total incoming resources</b>	<b>50,466</b>		<b>50,466</b>	104,119
<b>Resources expended</b>				
Charitable activities	83,421			89,276
Governance costs				
Partnership cost				
<b>Total resources expended</b>	<b>83,241</b>		<b>83,241</b>	89,276
<b>Net income / (Expenditure) before transfers</b>	<b>(32,955)</b>		<b>(32,955)</b>	14,843
Transfers between Funds	-	-	-	-
<b>Net movement in funds for the year</b>				
<b>Total funds at 1 April 2020 = £</b>				<b>128,044</b>
<b>Total funds at 31 March 2021 =</b>				<b>95,089</b>

The notes on pages 10 to 15 form part of these financial statements.

**Charity number 1052104**

**Balance sheet  
As at 31 March 2021**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Fixed assets</b>			
Tangible assets	<b>10</b>		
<b>Current assets</b>			
Debtors	<b>11</b>		
Cash at bank and in hand		<b>95,</b>	128,044
		<b>088</b>	
<b>Creditors:</b> amounts falling due within one year	<b>12</b>		
<b>Net assets</b>		<b>95,</b>	128,044
		<b>088</b>	
<b>Charity Funds</b>			
Unrestricted funds	<b>13</b>	<b>95,</b>	128,044
		<b>088</b>	
<b>Total funds</b>			128,044
		<b>95,088</b>	

The financial statements were approved by the Trustees on 31 Aug 2021 and signed on their behalf by: Geoff Willcox - Chairman

The notes on pages 10 to 15 form part of these financial statements.

**Notes to the financial  
statements Year ended 31  
March 2021**

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2015, applicable accounting standards...

**1.2 Charity status**

Maidstone Mediation is a registered charity No.1052104

**1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 Incoming resources**

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

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of receipt from HMRC.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

**Notes to the financial statements Year ended 31 March 2021**

**1. Accounting policies (continued)**

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment - 33% on cost

**1.7 Taxation**

As a registered charity no provision is considered necessary for taxation.

**2. Voluntary income**

	Restrict ed fund s 202 1 5	Fund 202 1 5	Total Funds 2021 £ 50	Total fund s 202 1 5
<b>Donations</b>			<b>50</b>	
<b>Grants</b>		<b>29,993</b>	<b>29,993</b>	80,05
<b>Fees</b>		<b>14,422</b>	<b>14,422</b>	21,56
<b>HMRC - JRS</b>		<b>4,986</b>	<b>4,986</b>	
		<b>49,451</b>	<b>49,451</b>	
Voluntary income				
<b>103,106</b>		<b>49,451</b>	<b>49,451</b>	

**3. Investment income**

	Restrict ed fund s 202 1 5	Unrestrict ed fund s 202 1 5	Total fund s 202 1 5	Total fund s 202 1 5
Bank Interest	-	<b>1,015</b>	<b>1,015</b>	
				<b>1,015</b>

**Notes to the financial statements Year ended 31 March 2021**

**4. Expenditure by charitable activity**

**Summary by fund type**

	Restrict ed fund s	Unrestrict ed fund s	Total fund s 2021	Tota l fund s
Support costs		15,96	15,96	17,263
Direct costs		67,4	67,45	72,01
		52	2	3
			<b>83,421</b>	89,27
		<b>83,421</b>		<b>6</b>

**5. Support costs**

<b>Support costs</b>	<b>Total 2021</b>	Total 2020
	£	£
Office rent and service charge	7,415	9,049
Office expenses	1,710	1,258
Membership Fees	325	275
Misc Expenditure	4,993	2,854
Publicity	0	421
Telephone Internet	1,224	1,536
DBS checks	0	100
Meetings/AGM's	135	710
Training Expenses	0	662
Staff Supervision	0	420
Legacy Expenses	0	0
Web Host Design	98	98
Bank interest/ charges	69	60
	<b>15,969</b>	17,263

**Notes to the financial statements Year ended 31 March 2021**

**6. Direct costs**

	<b>Total 2021 £</b>	Total 2020 £
Staff costs including salaries, N.I. and pensions	<b>66,994</b>	69,717
Mediators' expenses		1,851
Insurance	<b>458</b>	445
		3,0
 Depreciation		
	 89,276	 <b>67,425</b>

**7. Governance costs**

	<b>Total Funds 2021 £</b>	Total Funds 2020 £
Independent examination & AGM and Management meeting expenses	<b>4</b>	999
	<b>85</b>	
	<b>9</b>	999
	<b>99</b>	

**8. Net income / (Expenditure)**

This is stated after charging:

Depreciation of tangible fixed assets:

- owned by the charity

	<b>2021 £</b>	2020
	<b>Nil</b>	Nil

During the year, no Trustees received any remuneration (2021 - £NIL). During the year, no Trustees received any benefits in kind (2021 - £NIL).

During the year, Trustee G Willcox received reimbursement of expenses (2021 - £67.98). During the year, no other Trustees received any reimbursement of expenses.

**Notes to the financial statements Year ended 31 March 2021**

**9. Staff costs**

Staff costs included in "Direct Costs"

The number of employees during the year was as follows:  
2020

**2021**

	No.	No.
	<b>3</b>	<b>3</b>

No employee received remuneration amounting to more than £25,000 in a year.

**10. Tangible fixed assets**

<b>Cost</b>	<b>2021</b>	2020
At 1 April 2020	<b>Nil</b>	Nil
Depreciation Charge for the year	<b>Nil</b>	Nil
<b>Debtors</b>		
Outstanding cheques	<b>Nil</b>	Nil
<b>Creditors</b>		
Amounts falling due within one year	<b>Nil</b>	Nil

**Notes to the financial statements**  
**For the year ended 31 March 2021**

**13. Statement of funds**

	Forward £	Incomin resourc es	Resource Expend ed	Transfer in/out £	Carrie Forwar d
<b>Unrestricted funds</b>					
General funds	128,043	50,466	83,421		95,088
<b>Restricted funds</b>					
KCC Member Grant Kent Probation Board					
<b>Total of funds</b>	<b>128,042</b> <b>83,421</b>	<b>50,466</b>			<b>95,088</b>
<b>Summary of funds</b>					
	<b>Brought Forward £</b>	<b>Incomin g resourc</b>	<b>Resourc es Expende</b>	<b>Transfe rs in/out</b>	<b>Carrie d Forwar</b>
General funds	128,043				95,088
Restricted funds					
<b>TOTAL OF FUNDS</b>	<b>128,043</b>	<b>50,466</b>	<b>83,421</b>		
<b>95,088</b>					

