



**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**

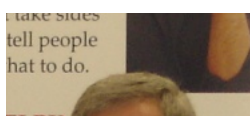
**Sgt. Andrew Stringer (Maidstone Police)**  
**Brian Vizzard (M.B.C)**  
**Ann Kemp (T& M.B.C)**

## **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 Mallings 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.

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.

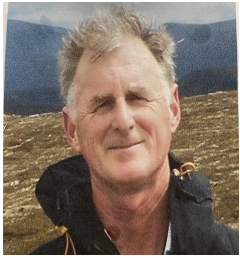
Family cases were usually about access to children when it had been stopped. As children of divorced or separated parents were allowed to be in two bubbles, our interventions ensured that contact was re-established for the absent parent. There were many misunderstandings and misperceptions that were 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.

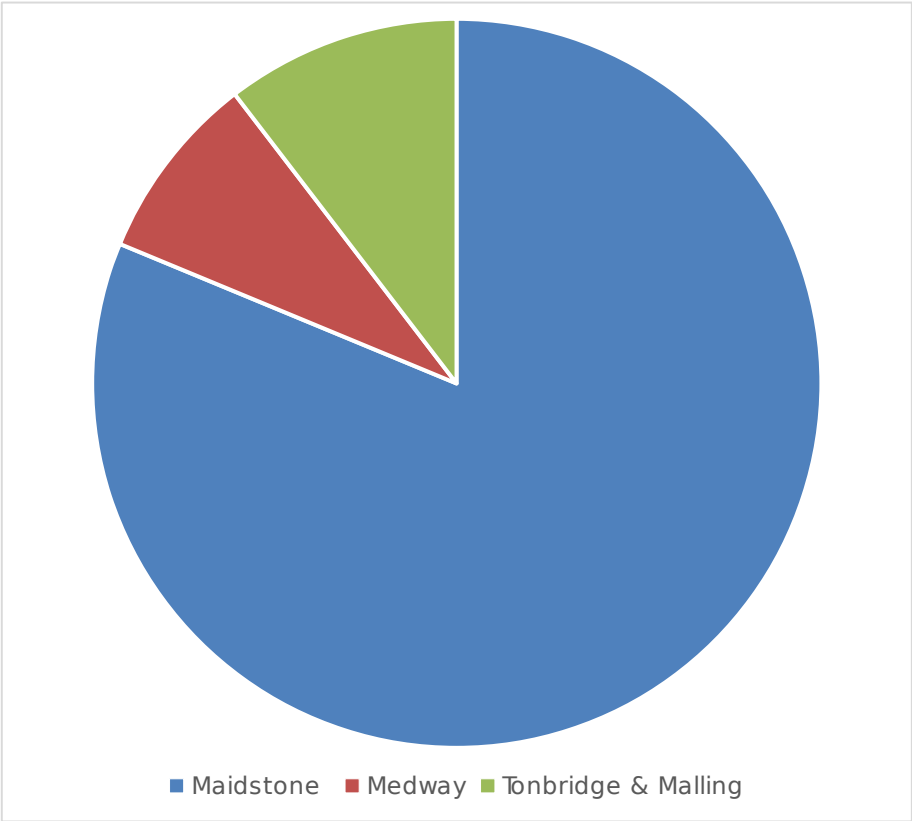
I'm happy to report that we already have a waiting list for our next course.

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

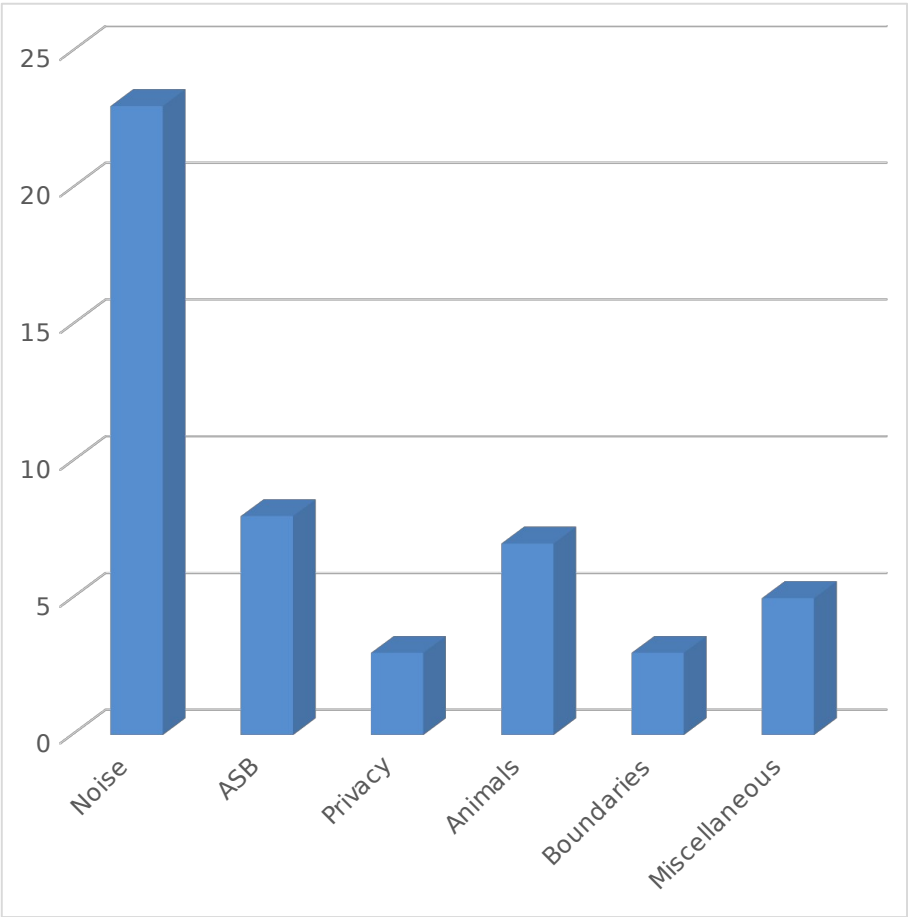
1. RESTORATIVE JUSTICE (VICTIM AND OFFENDER) = 0 CASES
2. NEIGHBOUR DISPUTES = 48 REFERRALS
3. PEER MEDIATION IN SCHOOLS = 2 SCHOOLS = 24 STUDENT PEER MEDIATORS
4. RESTORATIVE CONFERENCING / MEDIATIONS IN SCHOOLS = 2 MEDIATIONS
5. ANGER MANAGEMENT COURSES = 23 IN OFFICE  
11 IN SCHOOLS
6. PARENT AND 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**

	<b>Unrestricted funds 2021</b>	<b>Restricted funds 2021</b>	<b>Total funds 2021</b>	<b>Total funds 2020 £</b>
<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>83,421</b>		<b>83,421</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>89,089</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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**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>	<b>Total funds 2020</b>
<b>Incoming resources</b>				
Incoming resources from generated funds:	2			103,106
Investment income	3 11,015		11,015	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>				

**Total funds at 1 April 2020 = £  
128,044**

**Total funds at 31 March 2021 =  
£95,089**

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>		<hr/> <b>95,</b>	128,044 <hr/>
		<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
		<hr/> <b>95,088</b> <hr/>	

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**

	<b>Restricte fund s 202</b>	<b>Fund 202 1 5</b>	<b>Total Funds 2021 £ 50</b>	<b>Total fund s 202</b>
<b>Donations</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>	
<b>Voluntary income</b>				
<b>103,106</b>				

**3. Investment income**

	<b>Restricte fund s 202</b>	<b>Unrestrict fund s 202</b>	<b>Tota fund s 202</b>	<b>Total fund s 202</b>
<b>Bank Interest</b>	<b>-</b>	<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**

	<b>Restrict ed fund s</b>	<b>Unrestrict ed fund s</b>	<b>Total fund s 2021</b>	<b>Total fund s 2020</b>
Support costs		<b>15,96</b>	<b>15,96</b>	17,263
Direct costs		<b>67,4</b>	<b>67,45</b>	72,01
		<b>52</b>	<b>2</b>	3
			<b>83,421</b>	89,27
		<b>83,421</b>		6

**5. Support costs**

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

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

**6. Direct costs**

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
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		
		<b>67,425</b>
	89,276	

**7. Governance costs**

	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
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>	<b>2020</b>
	<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**

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

33  
95,088



**Charity number: 1052104**

## **Maidstone Mediation and Reparation Scheme**

**Unaudited**

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

## **Contents**

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**Reference and administrative details of the charity, its trustees and advisers**3

**Trustees' report**

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**Independent examiner's report**

6

**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 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 2021</b>	<b>Total fund s 2021</b>	<b>Total funds 2020</b>
<b>Incoming resources</b>				
Incoming resources from generated funds:				
Investment income	2 3 1,015		1,015	103,106
<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>				

**Total funds at 1 April 2020 = £  
128,044**

**Total funds at 31 March 2021 =  
£95,089**

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>		<hr/> <b>95,</b>	128,044
		<b>088</b>	<hr/>
<b>Charity Funds</b>			
Unrestricted funds	<b>13</b>	<b>95,</b>	128,044
		<b>088</b>	
<b>Total funds</b>			128,044
		<hr/> <b>95,088</b>	<hr/>

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**

	Restricte fund s 202	Fund 202 1 5	Total Funds 2021 £ 50	Total fund s 202
<b>Donations</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>	
		<hr/>	<hr/>	
Voluntary income		<b>49,451</b>	<b>49,451</b>	
<b>103,106</b>		<hr/> <hr/>	<hr/> <hr/>	

**3. Investment income**

	Restricte fund s 202	Unrestrict fund s 202	Tota fund s 202	Total fund s 202
Bank Interest	-	<b>1,015</b>	<b>1,015</b>	
		<hr/>	<hr/>	
				1,015

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

**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 2021</b>	<b>Total fund s 2020</b>
Support costs		<b>15,96</b>	<b>15,96</b>	17,263
Direct costs		<b>67,4</b>	<b>67,45</b>	72,01
		<b>52</b>	<b>2</b>	3
			<b>83,421</b>	89,27
		<b>83,421</b>		6

**5. Support costs**

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



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

**6. Direct costs**

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
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		
		<b>67,425</b>
	89,276	

**7. Governance costs**

	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
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>	<b>2020</b>
	<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>

**3**

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**

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

