

Charity number: 1052104

Maidstone Mediation and Reparation Scheme

Unaudited

Trustees' report and financial statements

Year ended 31 March 2023

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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 31st 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 31st 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**

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

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**

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	10		
Current assets			
Debtors	11		
Cash at bank and in hand		72,868	90,619
Creditors: amounts falling due within one year	12		
Net assets		72,868	90,619
Charity Funds			
Unrestricted funds	13	72,868	90,619
Total funds		72,866	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 £
Donations		320	320	10,5834
Grants		29,485	29,485	43,430
Fees		15,038	15,038	8,909
Misc.		-	0	260
HMRC - JRS		-	0	13,656
Voluntary income		44,843	44,843	76,839

3. Investment income

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bank Interest	-	257	257	634

Notes to the financial statements
Year ended 31 March 2023

4. Expenditure by charitable activity

Summary by fund type

	Restricted funds 2023	Unrestricted funds 2023	Total funds 2023	Total funds 2022
	£	£	£	
Support costs		8,993	8,993	9,360
Direct costs		53,858	53,858	72,582
		62,851	62,851	81,942

5. Support costs

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

Notes to the financial statements
Year ended 31 March 2023

6. Direct costs

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

7. Governance costs

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

8. Net income / (Expenditure)

This is stated after charging:

Depreciation of tangible fixed assets:

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

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:	2023	2022
	No.	No.
	3	3

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

10. Tangible fixed assets

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

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

13. Statement of funds

	Brought Forward £	Incoming resource s £	Resources Expended d £	Transfers in/out £	Carried Forward £
Unrestricted funds					
General funds	90,619	45,100	62,851		72,868

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Restricted funds

KCC Member Grant
Kent Probation Board
West Kent Mediation

Total of funds	90,619	45,100	62,851		72,868
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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					
TOTAL OF FUNDS	90,619	45,100	62,851		72,868