

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED
FORMERLLY WEST YORKSHIRE FAMILY MEDIATION COUNCIL LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Company Registration No. 03143339 (England and Wales)
Charity Registration No. 1057519

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	J Moffatt	(Appointed 1 April 2021)
	K Henderson	
	A MacKay	(Appointed 1 April 2021)
	J Wheeler	(Appointed 1 April 2021)
	S Green	(Appointed 1 April 2021)

Secretary	S Smith
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Charity number	1057519
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Company number	03143339
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Principal address	33 Manor Row Bradford BD1 4PS
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Registered office	33 Manor Row Bradford BD1 4PS
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Independent Examiner	Colin Whitehead BA (HONS), FCA, MAAT Naylor Wintersgill Limited Carlton House Grammar School Street Bradford BD1 4NS
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Bankers	Co-operative Bank Plc 41 Vicar Lane Leeds LS1 1HJ
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	Shawbrook Bank Queens Court 24 Queens Court Manchester M2 5HX
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	Scottish Widows Bank P O Box 12757 67 Morrison Street Edinburgh EH3 8YJ
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YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

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YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report and financial statements for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)"

Yorkshire Family Mediation Council Limited (t/a Yorkshire Family Mediation) is also referred to as YFMS.

Objectives and activities

Mission

The charity's mission is:

To provide a service that helps parents and couples whose relationships are ending or have already ended, to dissolve those relationships in a way that causes least distress to themselves and to their children, both emotionally and financially.

The founders of YFMS held a firm belief in mediation being the most positive and constructive way to resolve conflict within families. Furthermore, they believed mediation was a way to help resolve disputes whilst introducing users to the potential of solving other life problems through discussion and agreement rather than through argument.

Aim

The charity's aim is to make the family mediation service available and accessible to all families and family members affected by divorce, separation and family relationship breakdown. It's work is to help separating couples achieve the best possible outcomes for themselves and their children. We will promote good parenting, fairness and respect towards each other through and beyond the separation process.

The aims, objectives and activities are reviewed each year. This review looks at what the charity has achieved and the outcomes of its work over the previous 12 months. The review considers the key activities and what benefits they have brought to those the charity was set up to help. The review helps the charity stay focused on its aims and objectives.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, we have considered how planned activities will contribute to our aims and objectives and consider they have complied with the duty of section 4 of the 2011 Charities Act.

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

Mission

Our philosophy during this period has not changed. It continued to be to ensure that prospective clients seeking our services were equipped with the right information so that they could make informed choices. We aimed to allow them to proactively help themselves by widening their options to include mediation as a path to resolving their issues rather than see court as the only option.

There has never been a time when our mission, and the thought process behind it were more pertinent. Our mission is quite clear: "We are to provide a service that helps parents and couples whose relationships are ending or have already ended, to dissolve those relationships in a way that causes least distress to themselves and to their children, both emotionally and financially."

This derives from a firm belief that mediation is the most positive and constructive way to resolve conflict within families. The charity's founders saw mediation as a way to help resolve disputes whilst introducing people to the potential of solving other life problems through discussion and agreement rather than through argument.

Affordability.

A significant aim for the service is to deliver our services to everyone, not just to those in a healthy financial position. Our non-profit, charitable status allows us to operate primarily for the benefit of our clients without profit as our main motive. We have always striven to support those who need us most, regardless their financial position and are very fortunate to hold a Legal Aid Agency (LAA) contract allowing us to deliver mediation support to those on low incomes. During the period under report, this has been supplemented by a bursary, funded by the National Lottery Community Fund, which has allowed us to provide services to those who do not qualify for legal aid but who would otherwise find mediation beyond their financial reach. Thirteen cases this year were funded by our bursary.

Introduction

1. This has been an excellent year for the service, which has successfully navigated a number of changes and challenges. Following on from the disruption caused by the Covid-19 pandemic, the service has continued to operate remotely rather than face to face. The feedback from clients with regard to remote vs face to face has been surprising with the majority either preferring it remotely delivered or at least finding the experience as good.
2. The expansion of the service out of West Yorkshire and into the North, is now complete and referrals from North Yorkshire (in the main from the York/Harrogate areas) and now regular.

Background

3. This has been another year affected by severe backlogs in the Family Court system, partly due to Covid-19 but also due to a lack of judges and the sheer number of cases filed with the courts. Statistics for October to December 2021, show there were an estimated 58,762 new family law cases and 22,683 divorce petitions filed with the court.
4. It is recognised that lengthy delays can themselves cause significant harm as well as uncertainty for the parties involved, particularly for cases that concern children and family matters. It has been estimated by the HM Courts & Tribunals Service (HMCTS) that it may take up to three years to return to pre-pandemic levels
5. The Ministry of Justice (MOJ) has recognised the difficulties this presents families and is combatting this by ordering couples attending court to at least attempt family mediation before proceeding. This does have some positive effect; however, it also results in a high number of MIAMs (initial meetings with mediators) involving people with no intention of proceeding further with mediation.
6. In addition to this, the MOJ has continued its voucher scheme which provides up to £500 per mediation case so long as it involves child matter (ie not just financial and/or property). This has proven to be quite successful with a high number of couples taking advantage of this funding.

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

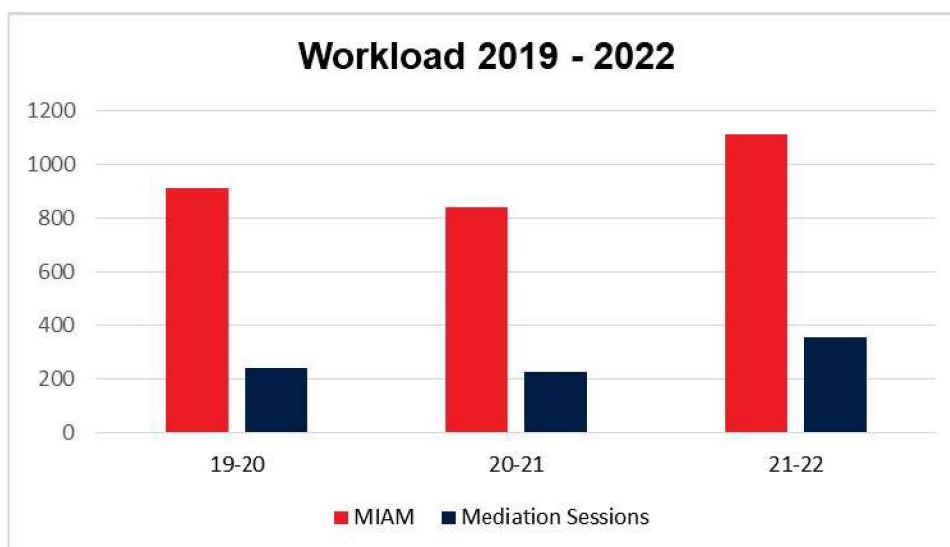
TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

Operations

7. Work volumes. The pandemic period from March 2020, until the country returned to some form of normality during 2021, saw client numbers drop to our lowest ever figures. Having said that, considering the circumstances faced by both clients and staff, the service performed excellently delivering quality family mediation to those individuals wanting to resolve pressing matters whilst living through desperate circumstances.

8. Although the country is still having to cope with Covid-19, people have returned as much as possible to 'life as normal' and this means that they now have the opportunity to face and tackle areas in their life such as mediation. This has seen the service deal with a 33% increase in client numbers and a 56% increase of mediation sessions from the previous year. For ease, the figures for client numbers and mediation sessions conducted last year (together with the previous two years for comparison) are detailed below:

Year	MIAM	Mediation Sessions	Remarks
19-20	909	243	Pre-Covid
20-21	839	227	Covid
21-22	1112	355	Current



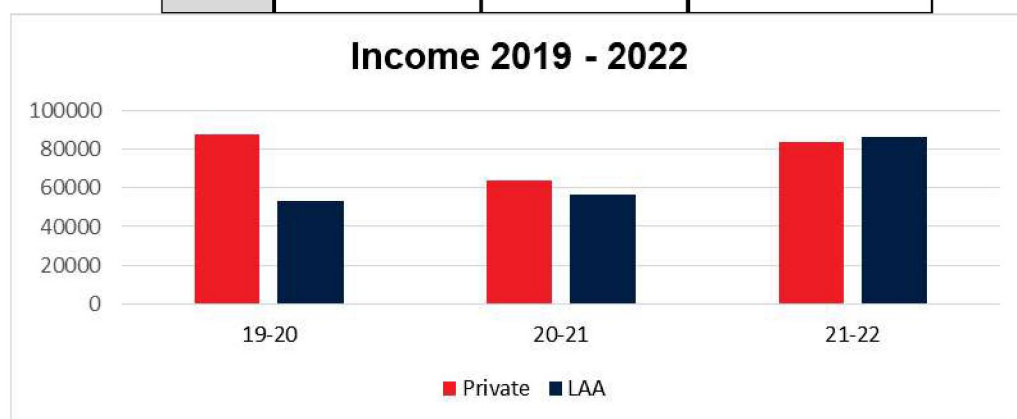
YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

Financial

9. Income. The service has three main sources of income, mediation fees paid to the service from private clients, fees earned from clients supported by funding from the Legal Aid Agency (LAA) and grants (from funders such as the National Lottery Community Fund). No grants were received during the last financial year, however the service saw an increase in income in its two main areas: 52% in LAA funding and 30% in private fees.

Year	Private Fees	LAA funding	Remarks
19-20	87438	53010	Pre-Covid
20-21	64048	56600	Covid
21-22	83500	86500	Current



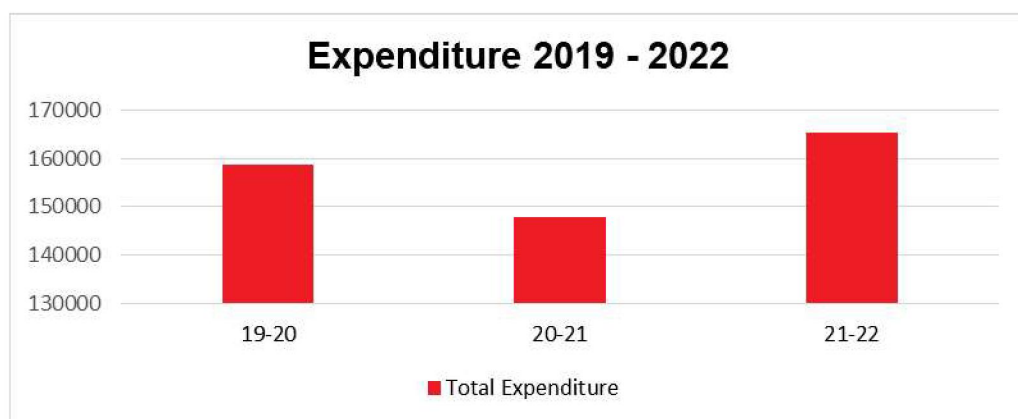
YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

10. Expenditure. It is always a battle to keep expenditure to a minimum with efforts continually being made to reduce what we spend as a service. We are, however, a service that relies upon people to deliver our service both operationally as mediators or in support dealing with the public seeking our services and supporting the mediation team.

11. The past year has seen an 11% increase in expenditure over the previous year, however, at the same time this resulted in an increase in income of 20%. The majority of this increase was reflected in salary costs due to increased mediation hours offered to clients.

Year	Total Expenditure	Remarks
19-20	158711	Pre-Covid-19
20-21	147951	Covid-19
21-22	165187	Post Covid-19



Administration and Staffing

12. Offices and Mediation Suites. The service mediation suite in Leeds was closed during 2021, leaving the Bradford main office and mediation suite as its only permanent location. In addition to Bradford, the service is authorised to deliver mediation from outreach locations in York, Leeds and Ripon. There is no such limitation when dealing with private clients and we can, in effect deliver nationally, although YFMS does not actively promote itself outside West and North Yorkshire.

13. The service is now offering both face to face and remote family mediation in order to be able to continue to operate both safely and in a manner that suites potential clients. Outreach mediation suites have been used in both York and Ripon a suitable location will be identified in Leeds.

14. The main office and mediation suite in Bradford is now too large (and expensive) for the service needs. Remote mediation has proven extremely popular with clients who remain reluctant to travel for mediation. In view of this, the office will be moving in July to a new, smaller complex in Bradford.

15. Staffing. We are fully staffed with a mix of employed and contracted staff, all of whom work in part time positions. Our service manager works three days a week and the admin team provides a total of 12 days cover each week, allowing for a minimum of two members of the team working each day. Our mediation team provide a total of 7.5 mediation days each week.

16. Quality Standard (mediation). The service passed the quality mark on work during an LAA audit of our files in November 2021.

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

Looking Forward

17. Family mediation is an area that is in constant demand, however, due to the many factors affecting potential clients, it is always difficult to predict client numbers. This year, to date has seen demand for the service to remain constant with last year which bodes well for the remainder of the year. There are, however, a number of constraints that may affect our client base. Covid-19 remains and this in itself can cause people to put off mediation until 'times are better' and Covid-19 has completely gone. More importantly, the UK population are currently facing huge increases in living costs and will soon have to make some serious decisions on the prioritisation of where they spend their money. Although sad to say, family mediation may not come at the top of many people's lists. This is forecast to result in a drop of private client numbers, particularly towards the end of the year, but may see a further increase in clients receiving LAA funding support.

18. The service will continue to place itself as the service of choice for anyone in either North or West Yorkshire and will concentrate on improving both face to face and remote availability to clients across both counties.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as 'soliciting or otherwise procuring money or other property for charitable purposes'. The charity does not actively raise funds from the public either directly or via use of an agent, accordingly no such amounts are presented in the financial statements for the year under review. The charity has received no complaints in relation to fundraising activity for the year under review.

Given the nature of the funding of the charity the Trustees consider that it remains appropriate not to be voluntarily bound to be regulated by the Fundraising Regulator.

Financial review

The income for the year amounted to £170,879 (2021 £143,811) with expenditure amounting to £165,185 (2021 £152,323), resulting in a net surplus of £5,694 (2021 a net loss of £8,512).

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between six to nine months based on this year's budget (£76,000-£114,000). The trustees consider that reserves at this level will ensure that in the event of a significant drop in funding they will be able to continue the charity's current activities whilst consideration is given to ways in which additional funds may be raised.

While unrestricted free funds stand at £101,601 (2021 £68,995) there are also designated funds of £16,964 (2021 £41,283). These designated funds are to cover the value of any fixed assets and any staffing contingencies that may arise, such as covering the cost of sickness, maternity and other statutory pay requirements and the cost of temporary cover required in these instances. Furthermore, it is to cover the cost of potential staff redundancies in the event of a loss of funding. The present level of free reserves available to the charity is within the required level.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management

The Charity is a company limited by guarantee registered in England and Wales on 13 August 1996.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

J Moffatt	(Appointed 1 April 2021)
K Henderson	
A MacKay	(Appointed 1 April 2021)
J Wheeler	(Appointed 1 April 2021)
S Green	(Appointed 1 April 2021)
M J Simpson	(Resigned 28 April 2022)

Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of one year after which they must be re-elected at the Annual General Meeting.

The management committee seek to ensure that the needs of the charity are appropriately reflected through the diversity of the trustee body.

Potential trustees are invited to meet with the service manager for an informal introduction and overview of the organisation. Information given to potential trustees includes:

- The obligations of the management committee members
- The main documents which outline the operational framework of West Yorkshire Family Mediation, including the Memorandum and Articles of Association
- The organisation's financial position, as set out in the latest published accounts and quarterly financial reports
- Future plans

The potential trustee is invited to attend one or more general meetings of the management committee to observe how reporting and decision-making discussions and operations are undertaken and to meet and talk with other committee members.

In addition to internal documents and reports, various Charity Commission publications are provided to potential trustees to assist their understanding of the role of the management committee and its members.

Following this introduction to the organisation, the potential trustee is invited to make an application to become a committee member.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Indemnity insurance has been taken out during the year at a cost of £400, (2021 - £401).

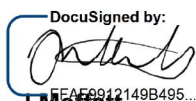
YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

The management committee is made up of a minimum of 3 members who meet quarterly and are responsible for agreeing the strategic direction and policy of YFMS. A representative from the organisation's accountants, Naylor Wintersgill Limited, attends the quarterly meetings to advise on questions of finance.

Day to day responsibility for the provision and development of services rests with the Service Manager. The Service Manager is responsible for ensuring that the charity delivers the services specified. The Service Manager oversees day to day running of the organisation and its operations. Responsibility for individual supervision of staff teams and ensuring that the teams continue to develop their skills and working practices lies with the Service Supervisor (mediation team) and the Office Manager (administration team), who report back to the Service Manager.

The Trustees report was approved by the Board of Trustees.

DocuSigned by:

J. Moffatt

Trustee
Dated: 21 July 2022

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

I report on the financial statements of the Charity for the year ended 31 March 2022, which are set out on pages 10 to 23.

Respective responsibilities of Trustees and examiner

The Charity's Trustees, who are also the directors of Yorkshire Family Mediation Service Limited for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the financial statements under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

DocuSigned by:



Colin Whitehead FCA, MAAT, BA (HONS)

Independent Examiner

Naylor Wintersgill Limited

Carlton House
Grammar School Street
Bradford
BD1 4NS

Dated: 21 July 2022

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
Income from:							
Donations and legacies	3	-	-	-	10,000	10,032	20,032
Charitable activities	4	170,401	-	170,401	123,177	-	123,177
Investments	5	478	-	478	602	-	602
Total income		<u>170,879</u>	<u>-</u>	<u>170,879</u>	<u>133,779</u>	<u>10,032</u>	<u>143,811</u>
Expenditure on:							
Charitable activities	6	<u>162,592</u>	<u>2,593</u>	<u>165,185</u>	<u>147,726</u>	<u>4,597</u>	<u>152,323</u>
Net income/(expenditure) for the year/							
Net movement in funds		8,287	(2,593)	5,694	(13,947)	5,435	(8,512)
Fund balances at 1 April 2021		<u>110,278</u>	<u>6,042</u>	<u>116,320</u>	<u>124,225</u>	<u>607</u>	<u>124,832</u>
Fund balances at 31 March 2022		<u>118,565</u>	<u>3,449</u>	<u>122,014</u>	<u>110,278</u>	<u>6,042</u>	<u>116,320</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	11		989		1,992
Current assets					
Debtors	12	16,277		13,058	
Cash at bank and in hand		109,652		106,196	
		<u>125,929</u>		<u>119,254</u>	
Creditors: amounts falling due within one year	13	<u>(4,904)</u>		<u>(4,926)</u>	
Net current assets			121,025		114,328
Total assets less current liabilities			<u>122,014</u>		<u>116,320</u>
Income funds					
Restricted funds	14		3,449		6,042
<u>Unrestricted funds</u>					
Designated funds	15	16,964		41,283	
General unrestricted funds		<u>101,601</u>		<u>68,995</u>	
			118,565		110,278
			<u>122,014</u>		<u>116,320</u>

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2022

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 21 July 2022

DocuSigned by:

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J Moffatt
Trustee

Company registration number 03143339

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Yorkshire Family Mediation Service Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 33 Manor Row, Bradford, BD1 4PS 33 Manor Row, Bradford, BD1 4PS.

1.1 Accounting convention

The accounts have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Voluntary income including donations and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected.

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Donations and legacies

	Total Unrestricted funds		Restricted funds	Total
	2022	2021	2021	2021
	£	£	£	£
Grants listed below	-	10,000	10,032	20,032
Grants receivable for core activities				
Bradford Metropolitan Council (Covid)	-	10,000	-	10,000
National Lottery (Clients)	-	-	8,832	8,832
National Lottery (IT)	-	-	1,200	1,200
	-	10,000	10,032	20,032

4 Charitable activities

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Mediation fees	83,890	63,663
Services provided under contract	86,511	59,514
	170,401	123,177

5 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	478	602

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

6 Charitable activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Staff costs	64,468	64,592
Sessional mediator fees	30,692	13,475
Travel and subsistence	-	1,657
	<u>95,160</u>	<u>79,724</u>
Share of support costs (see note 7)	68,180	70,799
Share of governance costs (see note 7)	1,845	1,800
	<u>165,185</u>	<u>152,323</u>
Analysis by fund		
Unrestricted funds	162,592	147,726
Restricted funds	2,593	4,597
	<u>165,185</u>	<u>152,323</u>

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	37,866	-	37,866	39,409	-	39,409
Depreciation	1,003	-	1,003	982	-	982
Rent, rates and service charges	10,794	-	10,794	13,687	-	13,687
Insurance	536	-	536	600	-	600
Telephone	1,112	-	1,112	808	-	808
Computer software and maintenance	9,204	-	9,204	8,299	-	8,299
Printing, postage and stationery	462	-	462	752	-	752
Subscriptions and affiliation fees	2,073	-	2,073	1,113	-	1,113
Sundry expenses	1,043	-	1,043	935	-	935
Advertising	250	-	250	117	-	117
Bank charges	1,360	-	1,360	1,509	-	1,509
Accountancy fees	2,477	-	2,477	2,588	-	2,588
Independent examiner's fee	-	1,445	1,445	-	1,400	1,400
Indemnity insurance	-	400	400	-	400	400
	<u>68,180</u>	<u>1,845</u>	<u>70,025</u>	<u>70,799</u>	<u>1,800</u>	<u>72,599</u>
Analysed between						
Charitable activities	<u>68,180</u>	<u>1,845</u>	<u>70,025</u>	<u>70,799</u>	<u>1,800</u>	<u>72,599</u>

All costs are allocated to the sole activity of the charity.

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration, benefits or expenses from the Charity during the current or previous year.

9 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	7	7

Employment costs

	2022 £	2021 £
Wages and salaries	99,039	101,206
Social security costs	2,131	2,135
Other pension costs	1,164	660
	102,334	104,001

There were no employees whose annual remuneration was £60,000 or more (2020 none).

11 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2021	4,013
At 31 March 2022	4,013
Depreciation and impairment	
At 1 April 2021	2,021
Depreciation charged in the year	1,003
At 31 March 2022	3,024
Carrying amount	
At 31 March 2022	989
At 31 March 2021	1,992

12 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Prepayments	16,277	13,058

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

13 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	3,454	2,726
Accruals	1,450	2,200
	<u>4,904</u>	<u>4,926</u>

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds					
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 1 April 2021 £	Resources expended £	Balance at 31 March 2022 £
Fixed assets	607	-	(291)	316	(291)	25
Clients	-	8,832	(3,106)	5,726	(2,302)	3,424
IT	-	1,200	(1,200)	-	-	-
	<u>607</u>	<u>10,032</u>	<u>(4,597)</u>	<u>6,042</u>	<u>(2,593)</u>	<u>3,449</u>

The Listening Ear Project was funded by Awards for All. Part of the funding has been spent on fixed assets and the amount was transferred to the fixed asset fund to show depreciation and net book value at the year end.

The National Lottery funded client mediation.

The National Lottery funded IT costs.

YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020 £	Resources expended £	Balance at 1 April 2021 £	Transfers £	Balance at 31 March 2022 £
Staffing contingency	40,000	-	40,000	(24,000)	16,000
Fixed assets	1,871	(588)	1,283	(319)	964
	<u>41,871</u>	<u>(588)</u>	<u>41,283</u>	<u>(24,319)</u>	<u>16,964</u>

Staffing contingency is to cover cost of sickness, maternity and other statutory pay requirements and the cost of temporary cover required in these instances, also to cover the cost of potential staff redundancies, this expenditure is not expected in the foreseeable future.

Fixed assets were purchased during the year. A transfer has been made to ring fence the net book value of these assets.

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YORKSHIRE FAMILY MEDIATION SERVICE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

18 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	4,500	-
Between two and five years	13,500	-
	<u>18,000</u>	<u>-</u>

The operating leases represent leases [of XXX] to third parties. The leases are negotiated over terms of [XX-YY] years and rentals are fixed for [XX-YY] years. All leases include a provision for five-yearly upward rent reviews according to prevailing market conditions. There are no options in place for either party to extend the lease terms.

19 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	24,356	22,777
	<u>24,356</u>	<u>22,777</u>