

PORTSMOUTH MEDIATION SERVICE

England & Wales · Charity number 1061569

Details

Status Registered

Legal form Charitable company

Company number [03258327](#)

Registered 1997-03-26

Register [View on the Charity Commission register](#)

Contact

Address Hive Portsmouth Sector Hub
22 Edinburgh Road
Portsmouth
PO1 1DH

Phone 02392431352

Email info@portsmouthmediationservice.org.uk

Website www.portsmouthmediationservice.org.uk

Activities

Objects: 1) TO PROMOTE FOR THE PUBLIC BENEFIT, PREDOMINANTLY BUT NOT EXCLUSIVELY IN THE CITY OF PORTSMOUTH, THE PROVISION OF SERVICES DIRECTED TOWARDS MEDIATION, CONCILIATION OR RECONCILIATION AS BETWEEN PERSONS, ORGANISATIONS, AUTHORITIES OR GROUPS INVOLVED OR LIKELY TO BECOME INVOLVED IN DISPUTE OR INTER-PERSONAL CONFLICT BOTH GENERALLY AND, IN PARTICULAR, IN ANY SITUATION WHERE THAT DISPUTE OR CONFLICT RESULTS FROM OR MAY LEAD TO ACTS OF VIOLENCE, NUISANCE, VANDALISM, RACIAL ABUSE, SEXUAL ABUSE, UNLAWFUL ACTIVITY OR BREAKDOWN OF PUBLIC ORDER. 2) TO ADVANCE FOR THE PUBLIC BENEFIT THE EDUCATION OF THE PUBLIC, PARTICULARLY IN THE SAID CITY OF PORTSMOUTH, IN THE PURPOSES AND METHODS OF SUCH MEDIATION, CONCILIATION OR RECONCILIATION AND, IN PARTICULAR, THE UNDERSTANDING OF THE NATURE AND CAUSES OF ANY SUCH DISPUTES OR CONFLICTS AND OF ALL MEANS OF MANAGING THEM FOR PURPOSES OF PEACEFUL RESOLUTION IN THE INTERESTS OF GOOD CITIZENSHIP. 3) TO PROMOTE FOR THE PUBLIC BENEFIT THE PARTICIPATION BY ALL MEMBERS OF THE PUBLIC, PARTICULARLY IN THE SAID CITY OF PORTSMOUTH, IN THE WORK AND ACTIVITIES OF THE CHARITY IN ORDER THE BETTER AND MORE EFFECTIVELY TO FULFILL AND FURTHER THE OBJECTS OF THE CHARITY AND OF THE BASIS OF EQUALITY OF OPPORTUNITY AS SET OUT IN CLAUSE 5 OF THIS MEMORANDUM OF ASSOCIATION.

Activities: Provision of mediation and conflict resolution services in neighbour, workplace and other situations in Portsmouth and surrounding areas in Hampshire and West Sussex.

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** General Charitable Purposes, Education/training
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** CITY OF PORTSMOUTH
- Hampshire
- Portsmouth City
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£250,626	£214,324	-	-
2024-03-31	£229,975	£207,507	-	-
2023-03-31	£183,626	£169,822	-	-
2022-03-31	£141,455	£136,433	-	-
2021-03-31	£141,097	£138,009	-	-

Trustees

Name	Role	Appointed
David Alan Davis		2019-11-12
Gregory Bruce Mann		2026-03-23
Lisa Wills		2025-03-11
Paul Hutchings		2022-01-11
Philip Winchester		2018-12-11
Rev Wendy May Jacobs		2023-01-20

PORTSMOUTH MEDIATION SERVICE

England & Wales - Charity number 1061569

Accounts

REGISTERED COMPANY NUMBER: 03258327 (England and Wales)
REGISTERED CHARITY NUMBER: 1061569

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025
FOR
PORTSMOUTH MEDIATION SERVICE**

PORTSMOUTH MEDIATION SERVICE

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FOR THE YEAR ENDED 31 MARCH 2025**

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PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Vision

PMS aims to operate as a 'Centre of Excellence and Influence' in seeing Portsmouth established as a Restorative City.

Mission

Through a journey of assessment, mediation and restorative practice, we will partner with other envisioned people and organisations to help seek the peace and prosperity of a 'Restorative Portsmouth'.

Public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievement and performance

As Chair of Portsmouth Mediation Service, it is my privilege to share an overview from the trustees of our activities over the past year. This has been a year of significant strategic development and consolidation, with our efforts focused on strengthening our organisational foundation while continuing to deliver vital services to our community.

Strategic Planning and Governance

A major achievement this year was the unanimous approval of our comprehensive Strategic Planning document, developed through extensive consultation with trustees, staff, and our strategic advisor Maureen Chaffe. This document provides a clear roadmap for our future development and establishes the four pillars of our strategic vision: Finance & Operational Stability, Partnerships, Widening Our Impact, and Training, Development, Health & Well-being.

The trustees undertook a dedicated away day in April 2024, where we engaged in restorative practices to align our vision and strengthen our collective commitment to making Portsmouth a truly restorative city. This collaborative approach has enhanced our governance and deepened our understanding of our individual and collective responsibilities.

Service Delivery and Staff Development

Despite facing the significant challenge of saying farewell to Tina after 18 years of dedicated service to the charity, we successfully managed the transition through careful planning and consultation, ensuring continuity of services while supporting staff through change.

Our expansion into Winchester (as part of the Solent Restorative Partnership) continues to develop positively, with new volunteers joining the team and strengthening our regional presence. This growth reflects our commitment to extending restorative practices beyond Portsmouth's boundaries.

Financial Stability and Sustainability

The trustees are pleased to report continued financial strength, with our accounts maintaining the healthy target balances. Our increasingly diversified income streams, including family mediation services and training programmes, continue to support our charitable objectives while ensuring financial resilience.

The trustees approved appropriate staff pay increases for 2025, recognising the valuable contributions of our team and maintaining our commitment to fair employment practices.

Training and Development

Our training programmes continue to generate income while spreading restorative practices throughout the community. We recognise training as both a core service and a means of building capacity for restorative approaches across Portsmouth. The trustees have identified this as a key area for future development.

Community Partnerships and Impact

Our collaboration with local agencies, including the NHS and various community groups, demonstrates our commitment to integrated service delivery. We continue to work closely with Portsmouth City Council and youth organisation partners to address antisocial behaviour and promote community cohesion.

The Waterfront Restorative Approaches Partnership (WRAP) continues to provide valuable feedback and community engagement, while our assessment service maintains its vital role in supporting those in need of mediation services.

Looking Forward

As we move into 2025-26, the trustees remain committed to our vision of helping to establish Portsmouth as a restorative city. Our strategic plan provides clear direction for expanding our impact while maintaining the high-quality, person-centred services that define our approach.

We are exploring opportunities to strengthen our partnerships, enhance our training offerings, and develop new approaches to community engagement. The potential for integrating wellbeing support into our services reflects our holistic understanding of community needs.

Summary

PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

The trustees would like to acknowledge and thank the dedication and hard work of our Service Manager Steve Rolls, our staff team, volunteers, project partnerships, and supporters of Portsmouth Mediation Service.

Our collective efforts continue to make a tangible difference in the lives of many. The completion of our strategic planning process, combined with our strong financial position and committed team, positions us well for continued growth and impact.

As we look to the future, I am confident that our strategic approach will further strengthen our ability to serve our communities and advance the cause of restorative justice. Thank you for your continued support and belief that together, we are building a foundation for increased peace and championing Portsmouth as a Restorative City.

Should you be inspired to become part of our team as a volunteer or a trustee, we would be delighted to provide further information.

Paul Hutchings

Chair of the Board of Trustees
On behalf of the Board of Trustees

FINANCIAL REVIEW

Financial position

The surplus for the year is £36,302 compared to a surplus of £22,468 in 2024. Current assets held are £144,136 compared to £106,280 in 2024.

Reserves policy

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 three and six months' expenditure. 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 while consideration is given to ways in which additional funds may be raised, or expenditure reduced.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Organisational structure

The charity is a company limited by guarantee.

Trustees are recruited from interested individuals, volunteer mediators and representatives of the community.

None of the trustees has any beneficial interest in the company. All the trustees are members of the company and guarantee to contribute a sum not exceeding £10 for payment of the company's debts and liabilities in the event of winding up.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The charity is managed by the trustees who may exercise all the powers of the charity. For the past year, the day-to-day operation of the charity has been carried out by the Service Manager who reports to the trustees. All policy and strategy are decided by the trustees sitting as a group on a regular basis.

The Portsmouth Mediation Service (PMS) operates for the benefit of residents in Portsmouth and for the benefit of social housing residents in the wider Portsmouth area. A substantial proportion of the work of PMS is with Portsmouth City Council.

The trustees have and continue to assess the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03258327 (England and Wales)

Registered Charity number
1061569

Registered office
The HIVE Portsmouth Hub
Aggie Weston House
22 Edinburgh Road
Portsmouth
Hampshire
PO1 1DH

Trustees

The Trustees, who are also the directors for the purpose of company law and who served during the year were:

Fiona Armstrong
Philip Winchester
Alan Davis
Paul Hutchings
Wendy May Jacobs
Lisa Wills (Appointed 11 March 2025)

Independent Examiner

S Mackie FCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Approved by order of the board of trustees on 15th July 2025 and signed on its behalf by:

P. Winchester
P Winchester - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PORTSMOUTH MEDIATION SERVICE**

Independent examiner's report to the trustees of Portsmouth Mediation Service ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stuart Mackie

S Mackie FCA

Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 17th July 2025.....

PORTSMOUTH MEDIATION SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted fund £	Restricted fund £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	38,565	-	38,565	61,304
Charitable activities					
Assessment & Mediation	4	206,784	-	206,784	168,671
Other trading activities	3	5,277	-	5,277	-
Total		<u>250,626</u>	<u>-</u>	<u>250,626</u>	<u>229,975</u>
EXPENDITURE ON					
Charitable activities					
Assessment & Mediation	5	214,324	-	214,324	207,507
NET INCOME					
Other recognised gains/(losses)					
Actuarial gains/(losses) on defined benefit schemes		(394)	-	(394)	-
Net movement in funds		<u>35,908</u>	<u>-</u>	<u>35,908</u>	<u>22,468</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		96,952	-	96,952	74,484
TOTAL FUNDS CARRIED FORWARD		<u><u>132,860</u></u>	<u><u>-</u></u>	<u><u>132,860</u></u>	<u><u>96,952</u></u>

The notes form part of these financial statements

PORTSMOUTH MEDIATION SERVICE

**BALANCE SHEET
31 MARCH 2025**

	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible assets	11	-	203
CURRENT ASSETS			
Debtors	12	54,791	37,510
Cash at bank		89,345	68,770
		144,136	106,280
CREDITORS			
Amounts falling due within one year	13	(10,881)	(9,363)
		133,255	96,917
NET CURRENT ASSETS			
		133,255	97,120
TOTAL ASSETS LESS CURRENT LIABILITIES			
		133,255	97,120
PROVISIONS FOR LIABILITIES	14	(395)	(168)
		132,860	96,952
NET ASSETS			
		132,860	96,952
FUNDS	16		
Unrestricted funds		132,860	96,952
TOTAL FUNDS		132,860	96,952

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on

15 July 2025

P. Winchester

P Winchester - Trustee

The notes form part of these financial statements

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties regarding the charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

Individual fixed assets costing £1,000 or more are capitalised at cost.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable investments in stocks and shares. The measurement basis used for these instruments is detailed below.

Debtors and cash at bank

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES - continued

Financial instruments

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand included cash held on deposit or in a current account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. DONATIONS AND LEGACIES

	2025	2024
	£	£
Donations	2,311	14,456
Training fees	36,254	46,848
	<u>38,565</u>	<u>61,304</u>

3. OTHER TRADING ACTIVITIES

	2025	2024
	£	£
Other income	<u>5,277</u>	<u>-</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2025	2024
		£	£
Grants	Assessment & Mediation	<u>206,784</u>	<u>168,671</u>

Grants received, included in the above, are as follows:

	2025	2024
	£	£
General	11,125	971
PCC grant	162,654	142,750
Restorative solutions	17,405	24,950
The Scottish Community Development Centre	15,600	-
	<u>206,784</u>	<u>168,671</u>

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Assessment & Mediation	212,341	1,983	214,324

6. SUPPORT COSTS

	Finance £	Governance costs £	Totals £
Assessment & Mediation	200	1,783	1,983

Support costs, included in the above, are as follows:

Finance

	2025 Assessment & Mediation £	2024 Total activities £
Bank charges	200	161

Governance costs

	2025 Assessment & Mediation £	2024 Total activities £
Independent examiners fees	1,748	1,779
Legal fees	35	35
	1,783	1,814

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2025 £	2024 £
Depreciation - owned assets	203	1,683

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

8. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

During the year no trustees (2024:nil) were reimbursed out of pocket expenses totalling £nil (2024:£nil).

9. STAFF COSTS

	2025	2024
	£	£
Wages and salaries	94,381	91,567
Social security costs	5,775	4,955
Other pension costs	4,114	3,150
	<u>104,270</u>	<u>99,672</u>

The average monthly number of employees during the year was as follows:

	2025	2024
Management and administration	1	1
Direct support staff	5	5
	<u>6</u>	<u>6</u>

No employees received emoluments in excess of £60,000.

The charity paid contributions to pension scheme for none (2024: nil) of those employees with emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	61,304	-	61,304
Charitable activities			
Assessment & Mediation	168,671	-	168,671
Total	<u>229,975</u>	<u>-</u>	<u>229,975</u>
EXPENDITURE ON			
Charitable activities			
Assessment & Mediation	207,507	-	207,507
NET INCOME	22,468	-	22,468
RECONCILIATION OF FUNDS			
Total funds brought forward	74,484	-	74,484
TOTAL FUNDS CARRIED FORWARD	<u>96,952</u>	<u>-</u>	<u>96,952</u>

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2024 and 31 March 2025	5,917	814	6,731
DEPRECIATION			
At 1 April 2024	5,917	611	6,528
Charge for year	-	203	203
At 31 March 2025	5,917	814	6,731
NET BOOK VALUE			
At 31 March 2025	-	-	-
At 31 March 2024	-	203	203

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade debtors	44,592	26,428
Prepayments and accrued income	10,199	11,082
	<u>54,791</u>	<u>37,510</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade creditors	493	53
Other creditors	8,326	7,444
Accruals and deferred income	2,062	1,866
	<u>10,881</u>	<u>9,363</u>
	2025 £	2024 £
Brought forward	190	170
Amount released to incoming resources	(190)	(170)
Amount deferred in year	320	190
Carried forward	<u>320</u>	<u>190</u>

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

14. PROVISIONS FOR LIABILITIES

	2025	2024
	£	£
Provisions	395	168
	<u> </u>	<u> </u>

A full actuarial valuation for the scheme was carried out at 30 September 2023. This valuation showed assets of £514.9m, liabilities of £531.0m and a deficit of £16.1m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme.

Portsmouth Mediation Services share of this deficit is £395 as at 31 March 2025 as indicated below. To eliminate this funding shortfall, the Trustees and the participating employers have agreed that additional contributions will be paid.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Reconciliation of opening and closing provisions

	Period Ending 31 March 2025	Period Ending 31 March 2024
	£	£
Provision at start of period	168	360
Unwinding of the discount factor (interest expense)	4	14
Deficit contribution paid	(171)	(206)
Remeasurements - impact of any change in assumptions	3	(-)
Remeasurements - amendments to the contribution schedule	391	-
Provision at the end of period	395	168

Income and expenditure impact

	Period Ending 31 March 2025	Period Ending 31 March 2024
	£	£
Interest expense	14	14
Remeasurements - impact of any change in assumptions	-	-
Remeasurements - amendments to the contribution schedule	-	-

Assumptions

	31 March 2025per annum	31 March 2024per annum	31 March 2023per annum
Rate of discount	4.84%	5.31%	5.52%

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted fund £	2025 Total funds £	2024 Total funds £
Fixed assets	-	-	-	203
Current assets	144,136	-	144,136	106,280
Current liabilities	(10,881)	-	(10,881)	(9,363)
Provision for liabilities	(395)	-	(395)	(168)
	<u>132,860</u>	<u>-</u>	<u>132,860</u>	<u>96,952</u>

16. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	96,952	35,908	132,860
TOTAL FUNDS	<u>96,952</u>	<u>35,908</u>	<u>132,860</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	250,626	(214,324)	(394)	35,908
TOTAL FUNDS	<u>250,626</u>	<u>(214,324)</u>	<u>(394)</u>	<u>35,908</u>

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	74,484	22,468	96,952
TOTAL FUNDS	<u>74,484</u>	<u>22,468</u>	<u>96,952</u>

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	229,975	(207,507)	22,468
TOTAL FUNDS	<u>229,975</u>	<u>(207,507)</u>	<u>22,468</u>

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

18. ULTIMATE CONTROLLING PARTY

The charitable company is not under the control of another entity or any one individual.

PORTSMOUTH MEDIATION SERVICE

England & Wales - Charity number 1061569

Accounts

REGISTERED COMPANY NUMBER: 03258327 (England and Wales)
REGISTERED CHARITY NUMBER: 1061569

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024
FOR
PORTSMOUTH MEDIATION SERVICE**

PORTSMOUTH MEDIATION SERVICE

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FOR THE YEAR ENDED 31 MARCH 2024**

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PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Vision

PMS aims to operate as a 'Centre of Excellence and Influence' in seeing Portsmouth established as a Restorative City.

Mission

Through a journey of assessment, mediation and restorative practice, we will partner with other envisioned people and organisations to help seek the peace and prosperity of a 'Restorative Portsmouth'.

Public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievement and performance

As Interim Chair of Portsmouth Mediation Service, it is my privilege to share an overview from the trustees of our activities over the past year, which can be explored further in the 2023-24 AGM report, detailing our efforts focused on deepening our impact across communities and expanding our outreach to meet the needs of diverse groups

Schools & Families

This year, we enhanced our collaboration with Portsmouth Family Hubs, significantly increasing the breadth of services available to local families. This vital initiative provides holistic support and fosters a stronger community bond. In schools, we have actively combatted antisocial behaviour by equipping students with conflict resolution skills through targeted workshops. These efforts aim to nurture a generation that values and practices peaceful dispute resolution.

Safer Streets & Neighbourhoods

Our collaboration with local law enforcement and City Council in addressing ASB and crime highlights our commitment to creating a safer and more inclusive community. This partnership is essential in our ongoing efforts against discrimination and violence, ensuring that justice and respect prevail within our neighbourhoods

Promoting the Restorative Vision

We were invited to be part of the national Restorative Leaders' Summit organised by the Restorative Justice Council, where we had the opportunity to share and enhance our restorative practices. Additionally, our presentations and lectures at the University of Portsmouth helped to highlight the principles of restorative justice, educating future leaders on the importance of this approach in conflict resolution.

A New Film 4 Old Portsmouth

A significant milestone this year was the premiere of the Hot Walls film produced by a local student, which illustrated the challenges faced by the community in Old Portsmouth during the summer months and the positive role that restorative can help play in resolving such conflicts. This film has been a powerful tool in raising awareness and demonstrating the positive outcomes of our collaborative mediation efforts.

Summary

The trustees would like to acknowledge and thank the dedication and hard work of the staff team, volunteers, project partnerships, and supporters of Portsmouth Mediation Service. Our collective efforts continue to make a tangible difference in the lives of many. As we look to the future, I am confident that our continued commitment to restorative practices will further enrich our communities and neighbourhoods.

Thank you for your continued support and belief that together, we are building a foundation for increased peace and championing Portsmouth as a Restorative City.

Should you be inspired to become part of our team as a volunteer or a trustee, we would be delighted to provide further information.

Paul Hutchings

Interim Chair of the Board of Trustees

On behalf of the Board of Trustees

FINANCIAL REVIEW

Financial position

The surplus for the year is £22,468 compared to a surplus of £13,804 in 2023. Current assets held are £106,280 compared to £90,801 in 2023.

Reserves policy

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 three and six months' expenditure. 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 while consideration is given to ways in which additional funds may be raised, or expenditure reduced.

PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Organisational structure

The charity is a company limited by guarantee.

Trustees are recruited from interested individuals, volunteer mediators and representatives of the community.

None of the trustees has any beneficial interest in the company. All the trustees are members of the company and guarantee to contribute a sum not exceeding £10 for payment of the company's debts and liabilities in the event of winding up.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The charity is managed by the trustees who may exercise all the powers of the charity. For the past year, the day-to-day operation of the charity has been carried out by the Service Manager who reports to the trustees. All policy and strategy are decided by the trustees sitting as a group on a regular basis.

The Portsmouth Mediation Service (PMS) operates for the benefit of residents in Portsmouth and for the benefit of social housing residents in the wider Portsmouth area. A substantial proportion of the work of PMS is with Portsmouth City Council.

The trustees have and continue to assess the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03258327 (England and Wales)

Registered Charity number

1061569

Registered office

The HIVE Portsmouth Hub
Aggie Weston House
22 Edinburgh Road
Portsmouth
Hampshire
PO1 1DH

Trustees

The Trustees, who are also the directors for the purpose of company law and who served during the year were:

Fiona Armstrong
Philip Winchester
Alan Davis
Paul Hutchings
Wendy May Jacobs

PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

S Mackie FCA

Morris Crocker

Chartered Accountants

Station House

North Street

Havant

Hampshire

PO9 1QU

Approved by order of the board of trustees on 1st October 2024 and signed on its behalf by:

P. Winchester.

P Winchester - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PORTSMOUTH MEDIATION SERVICE**

Independent examiner's report to the trustees of Portsmouth Mediation Service ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stuart Mackie

S Mackie FCA

Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: **8/10/2024**

PORTSMOUTH MEDIATION SERVICE

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	61,304	-	61,304	54,167
Charitable activities					
Assessment & Mediation	4	168,671	-	168,671	127,431
Other trading activities	3	-	-	-	2,028
Total		<u>229,975</u>	<u>-</u>	<u>229,975</u>	<u>183,626</u>
 EXPENDITURE ON					
Charitable activities					
Assessment & Mediation	5	207,507	-	207,507	169,822
 NET INCOME					
Other recognised gains/(losses)					
Actuarial gains on defined benefit schemes		-	-	-	10
Net movement in funds		22,468	-	22,468	13,814
 RECONCILIATION OF FUNDS					
Total funds brought forward		74,484	-	74,484	60,670
TOTAL FUNDS CARRIED FORWARD		<u>96,952</u>	<u>-</u>	<u>96,952</u>	<u>74,484</u>

The notes form part of these financial statements

PORTSMOUTH MEDIATION SERVICE

BALANCE SHEET
31 MARCH 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	11	203	1,886
CURRENT ASSETS			
Debtors	12	37,510	11,386
Cash at bank		68,770	79,415
		<u>106,280</u>	<u>90,801</u>
CREDITORS			
Amounts falling due within one year	13	(9,363)	(17,843)
NET CURRENT ASSETS		<u>96,917</u>	<u>72,958</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		97,120	74,844
PROVISIONS FOR LIABILITIES	14	(168)	(360)
NET ASSETS		<u>96,952</u>	<u>74,484</u>
FUNDS	16		
Unrestricted funds		96,952	74,484
TOTAL FUNDS		<u>96,952</u>	<u>74,484</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on
and were signed on its behalf by:

1st October 2024

P. Winchester
P Winchester - Trustee

The notes form part of these financial statements

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties regarding the charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

Individual fixed assets costing £1,000 or more are capitalised at cost.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable investments in stocks and shares. The measurement basis used for these instruments is detailed below.

Debtors and cash at bank

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES - continued

Financial instruments

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand included cash held on deposit or in a current account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	14,456	7,273
Training fees	46,848	46,894
	<u>61,304</u>	<u>54,167</u>

3. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Other income	-	2,028
	<u>-</u>	<u>2,028</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	2024	2023
	£	£
Grants	168,671	127,431
	<u>168,671</u>	<u>127,431</u>

Grants received, included in the above, are as follows:

	2024	2023
	£	£
General	971	2,106
PCC grant	142,750	131,264
Restorative solutions	24,950	7,700
	<u>168,671</u>	<u>141,070</u>

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Assessment & Mediation	205,532	1,975	207,507
	<u>205,532</u>	<u>1,975</u>	<u>207,507</u>

6. SUPPORT COSTS

	Finance £	Governance costs £	Totals £
Assessment & Mediation	161	1,814	1,975
	<u>161</u>	<u>1,814</u>	<u>1,975</u>

Support costs, included in the above, are as follows:

Finance

	2024 Assessment & Mediation £		2023 Total activities £
Bank charges	161		218
	<u>161</u>		<u>218</u>

Governance costs

	2024 Assessment & Mediation £		2023 Total activities £
Independent examiners fees	1,779		1,887
Legal fees	35		541
	<u>1,814</u>		<u>2,428</u>

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024 £		2023 £
Depreciation - owned assets	1,683		1,682
	<u>1,683</u>		<u>1,682</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

8. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

During the year no trustees (2023:nil) were reimbursed out of pocket expenses totalling £nil (2023:£nil).

9. STAFF COSTS

	2024 £	2023 £
Wages and salaries	91,567	76,535
Social security costs	4,955	4,988
Other pension costs	3,150	3,142
	99,672	84,665

The average monthly number of employees during the year was as follows:

	2024	2023
Management and administration	1	1
Direct support staff	5	4
	6	5

No employees received emoluments in excess of £60,000.

The charity paid contributions to pension scheme for none (2023: nil) of those employees with emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	54,167	-	54,167
Charitable activities			
Assessment & Mediation	127,431	-	127,431
Other trading activities	2,028	-	2,028
Total	183,626	-	183,626
EXPENDITURE ON			
Charitable activities			
Assessment & Mediation	169,822	-	169,822
NET INCOME	13,804	-	13,804
Other recognised gains/(losses)			
Actuarial gains on defined benefit schemes	10	-	10
Net movement in funds	13,814	-	13,814
RECONCILIATION OF FUNDS			
Total funds brought forward	60,670	-	60,670

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

10.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted fund £	Total funds £
		<u> </u>	<u> </u>	<u> </u>
	TOTAL FUNDS CARRIED FORWARD	<u>74,484</u>	<u>-</u>	<u>74,484</u>
11.	TANGIBLE FIXED ASSETS	Fixtures and fittings £	Computer equipment £	Totals £
	COST			
	At 1 April 2023 and 31 March 2024	<u>5,917</u>	<u>814</u>	<u>6,731</u>
	DEPRECIATION			
	At 1 April 2023	<u>4,438</u>	<u>407</u>	<u>4,845</u>
	Charge for year	<u>1,479</u>	<u>204</u>	<u>1,683</u>
	At 31 March 2024	<u>5,917</u>	<u>611</u>	<u>6,528</u>
	NET BOOK VALUE			
	At 31 March 2024	<u>-</u>	<u>203</u>	<u>203</u>
	At 31 March 2023	<u>1,479</u>	<u>407</u>	<u>1,886</u>
12.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2024 £	2023 £
	Trade debtors		<u>26,428</u>	<u>1,288</u>
	Prepayments and accrued income		<u>11,082</u>	<u>10,098</u>
			<u>37,510</u>	<u>11,386</u>
13.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2024 £	2023 £
	Trade creditors		<u>53</u>	<u>2,147</u>
	Other creditors		<u>7,444</u>	<u>13,901</u>
	Accruals and deferred income		<u>1,866</u>	<u>1,795</u>
			<u>9,363</u>	<u>17,843</u>
			2024 £	2023 £
	Brought forward		<u>1,498</u>	<u>-</u>
	Amount released to incoming resources		<u>(1,498)</u>	<u>-</u>
	Amount deferred in year		<u>170</u>	<u>1,498</u>
	Carried forward		<u>170</u>	<u>1,498</u>

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

14. PROVISIONS FOR LIABILITIES

	2024	2023
	£	£
Provisions	168	360
	<u>168</u>	<u>360</u>

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme.

Portsmouth Mediation Services share of this deficit is £168 as at 31 March 2024 as indicated below. To eliminate this funding shortfall, the Trustees and the participating employers have agreed that additional contributions will be paid.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Reconciliation of opening and closing provisions

	Period Ending 31 March 2024	Period Ending 31 March 2023
	£	£
Provision at start of period	360	564
Unwinding of the discount factor (interest expense)	14	12
Deficit contribution paid	(206)	(206)
Remeasurements - impact of any change in assumptions	-	(10)
Remeasurements - amendments to the contribution schedule	-	-
Provision at the end of period	168	360

Income and expenditure impact

	Period Ending 31 March 2024	Period Ending 31 March 2023
	£	£
Interest expense	14	12
Remeasurements - impact of any change in assumptions	-	(10)
Remeasurements - amendments to the contribution schedule	-	-

Assumptions

	31 March 2024per annum	31 March 2023per annum	31 March 2022per annum
Rate of discount	5.31%	5.52%	2.35%

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
Fixed assets	203	-	203	1,886
Current assets	106,280	-	106,280	90,801
Current liabilities	(9,363)	-	(9,363)	(17,843)
Provision for liabilities	(168)	-	(168)	(360)
	<u>96,952</u>	<u>-</u>	<u>96,952</u>	<u>74,484</u>

16. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	74,484	22,468	96,952
TOTAL FUNDS	<u>74,484</u>	<u>22,468</u>	<u>96,952</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	229,975	(207,507)	22,468
TOTAL FUNDS	<u>229,975</u>	<u>(207,507)</u>	<u>22,468</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	60,670	13,814	74,484
TOTAL FUNDS	<u>60,670</u>	<u>13,814</u>	<u>74,484</u>

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	183,626	(169,822)	10	13,814
TOTAL FUNDS	<u>183,626</u>	<u>(169,822)</u>	<u>10</u>	<u>13,814</u>

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

18. ULTIMATE CONTROLLING PARTY

The charitable company is not under the control of another entity or any one individual.

PORTSMOUTH MEDIATION SERVICE

England & Wales - Charity number 1061569

Accounts

REGISTERED COMPANY NUMBER: 03258327 (England and Wales)
REGISTERED CHARITY NUMBER: 1061569

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
PORTSMOUTH MEDIATION SERVICE**

PORTSMOUTH MEDIATION SERVICE

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PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Vision

PMS aims to operate as a 'Centre of Excellence and Influence' in seeing Portsmouth established as a Restorative City.

Mission

Through a journey of assessment, mediation and restorative practice, we will partner with other envisioned people and organisations to help seek the peace and prosperity of a 'Restorative Portsmouth'.

We are delighted to welcome on board new Trustee Wendy May Jacobs, Wendy May is a former volunteer with PMS and long-term friend, she brings a wealth of wisdom and insight to her role on the management board. We would also like to thank Tom Shaw for his service to PMS. Tom resigned earlier this year after he was accepted into the Royal Marines. We wish him every success in his new career.

PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievement and performance

The core work of PMS continues to be the specialist assessment service provided to Portsmouth City Council (PCC), where housing officers refer tenant neighbour disputes and conflict. In addition other areas of our service have had significant success. Our Family Mediation Service has seen a huge 60% increase in cases and has recently secured additional funding to support fractured families with communication coaching.

Hotwalls & Camber Dock Restorative Support Group

Portsmouth City Council has commissioned Portsmouth Mediation Service (PMS) to develop a restorative plan to develop new relationships with some of the young people who visit the Old Portsmouth area on hot summer days. This exciting new initiative supports the City Vision and the development of positive relationships set out in the Health and Wellbeing Strategy. A significant development in this plan has been the formation of a restorative support group comprising local resident groups and stakeholders.

Training

Training is key to our vision of a Restorative Portsmouth, and we continue to roll out subsidised training within the community and workplaces to give insight and demonstrate the impact of restorative practices. We also host a 6-day online Community Mediation Training Course which generates an additional revenue stream. The Training Team have recently come together to fine tune the course and make new improvements to ensure that it remains a market leader.

Extending our reach into other areas of the community

Our team continue to make a difference in every sphere of city life, working closely for example with colleges and within the local NHS to help teams implement and embed a new positive restorative culture. We have also this year appointed one of our team (Laura) as a part time fund raiser to help generate more provision for the vision. This has already resulted in additional funding to help local faith groups become restorative centres of peace and reconciliation. Our relationship and work with The University of Portsmouth is also extending more widely as more decision makers catch the value of restorative approaches.

Summary

We continue to relentlessly pursue the huge vision of seeing Portsmouth become established as a Restorative city, our manager Steve is currently chairing a panel of restorative champions from across the UK who regularly come together to discuss ideas and thinking on what it means to be a restorative city. Although much remains to be done, we celebrate the amazing progress of another year.

The Trustees wish to express their sincere thanks to our dedicated team of talented staff and volunteers and our friends and supporters who make such a positive contribution to the community.

Finally from me due to the demands of my day job I have now made the difficult decision to step down as Chair and trustee this year. It marks the end of my second stint as Chair with the charity making an impact in so many key areas of the community and making big strides on its mission to make Portsmouth a Restorative City. We have a strong Board of Trustees but are always look for new members to add further depth and strength.

Should you be inspired to become part of our team as a volunteer or a trustee, we would be delighted to provide further information.

Dr Alex Boyland

Chair of the Board of Trustees

On behalf of the Board of Trustees

FINANCIAL REVIEW

Financial position

The surplus for the year is £13,804 compared to a surplus of £5,035 in 2022. Current assets held are £72,958 compared to £57,666 in 2022.

PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

FINANCIAL REVIEW

Reserves policy

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 three and six months' expenditure. 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 while consideration is given to ways in which additional funds may be raised, or expenditure reduced.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Organisational structure

The charity is a company limited by guarantee.

Trustees are recruited from interested individuals, volunteer mediators and representatives of the community.

None of the trustees has any beneficial interest in the company. All the trustees are members of the company and guarantee to contribute a sum not exceeding £10 for payment of the company's debts and liabilities in the event of winding up.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The charity is managed by the trustees who may exercise all the powers of the charity. For the past year, the day-to-day operation of the charity has been carried out by the Service Manager who reports to the trustees. All policy and strategy are decided by the trustees sitting as a group on a regular basis.

The Portsmouth Mediation Service (PMS) operates for the benefit of residents in Portsmouth and for the benefit of social housing residents in the wider Portsmouth area. A substantial proportion of the work of PMS is with Portsmouth City Council.

The trustees have and continue to assess the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03258327 (England and Wales)

Registered Charity number
1061569

Registered office
Oasis Centre
First Floor
Upper Arundel Street
Portsmouth
Hampshire
PO1 1NP

PORTSMOUTH MEDIATION SERVICE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

Trustees

The Trustees, who are also the directors for the purpose of company law and who served during the year were:

Fiona Armstrong
Philip Winchester
Alan Davis
Alexander Boyland
Paul Hutchings
Wendy May Jacobs (appointed January 2023)
Tom Shaw (resigned September 2022)

Independent Examiner

S Mackie FCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Approved by order of the board of trustees on 18th July 2023 and signed on its behalf by:

P. Winchester
P Winchester - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PORTSMOUTH MEDIATION SERVICE**

Independent examiner's report to the trustees of Portsmouth Mediation Service ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



S Mackie FCA

Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 25 July 2023

PORTSMOUTH MEDIATION SERVICE

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	54,167	-	54,167	12,441
Charitable activities	4				
Assessment & Mediation		127,431	-	127,431	122,939
Other trading activities	3	2,028	-	2,028	6,075
Total		<u>183,626</u>	<u>-</u>	<u>183,626</u>	<u>141,455</u>
EXPENDITURE ON					
Charitable activities	5				
Assessment & Mediation		169,822	-	169,822	136,433
NET INCOME		13,804	-	13,804	5,022
Other recognised gains/(losses)					
Actuarial gains on defined benefit schemes		10	-	10	13
Net movement in funds		13,814	-	13,814	5,035
RECONCILIATION OF FUNDS					
Total funds brought forward		60,670	-	60,670	55,635
TOTAL FUNDS CARRIED FORWARD		<u><u>74,484</u></u>	<u><u>-</u></u>	<u><u>74,484</u></u>	<u><u>60,670</u></u>

The notes form part of these financial statements

PORTSMOUTH MEDIATION SERVICE

**BALANCE SHEET
31 MARCH 2023**

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible assets	11	1,886	3,568
CURRENT ASSETS			
Debtors	12	11,386	9,598
Cash at bank		79,415	56,764
		<u>90,801</u>	<u>66,362</u>
CREDITORS			
Amounts falling due within one year	13	(17,843)	(8,696)
		<u>72,958</u>	<u>57,666</u>
NET CURRENT ASSETS			
		<u>74,844</u>	<u>61,234</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>74,844</u>	<u>61,234</u>
PROVISIONS FOR LIABILITIES	14	(360)	(564)
		<u>74,484</u>	<u>60,670</u>
NET ASSETS			
		<u>74,484</u>	<u>60,670</u>
FUNDS			
Unrestricted funds	16	74,484	60,670
		<u>74,484</u>	<u>60,670</u>
TOTAL FUNDS			
		<u>74,484</u>	<u>60,670</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on

18 July 2023 and were signed on its behalf by:

P. Winchester

P Winchester - Trustee

The notes form part of these financial statements

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties regarding the charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

Individual fixed assets costing £1,000 or more are capitalised at cost.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable investments in stocks and shares. The measurement basis used for these instruments is detailed below.

Debtors and cash at bank

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

1. ACCOUNTING POLICIES - continued

Financial instruments

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand included cash held on deposit or in a current account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	7,273	2,231
Training fees	46,894	10,210
	<u>54,167</u>	<u>12,441</u>

3. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Other income	2,028	6,075
	<u>2,028</u>	<u>6,075</u>

4. INCOME FROM CHARITABLE ACTIVITIES

		2023	2022
	Activity	£	£
Grants	Assessment & Mediation	127,431	122,939
		<u>127,431</u>	<u>122,939</u>

Grants received, included in the above, are as follows:

	2023	2022
	£	£
General	2,106	-
PCC grant	131,264	125,296
Restorative solutions	7,700	7,350
	<u>141,070</u>	<u>132,646</u>

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Assessment & Mediation	167,176	2,646	169,822

6. SUPPORT COSTS

	Finance £	Governance costs £	Totals £
Assessment & Mediation	218	2,428	2,646

Support costs, included in the above, are as follows:

Finance

	2023 Assessment & Mediation £	2022 Total activities £
Bank charges	218	143

Governance costs

	2023 Assessment & Mediation £	2022 Total activities £
Independent examiners fees	1,887	1,522
Legal fees	541	108
	2,428	1,630

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023 £	2022 £
Depreciation - owned assets	1,682	1,684

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

8. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

During the year no trustees (2022:nil) were reimbursed out of pocket expenses totalling £nil (2022:£nil).

9. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	76,535	70,301
Social security costs	4,988	5,092
Other pension costs	3,142	1,057
	<u>84,665</u>	<u>76,450</u>

The average monthly number of employees during the year was as follows:

	2023	2022
Management and administration	1	1
Direct support staff	4	4
	<u>5</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

The charity paid contributions to pension scheme for none (2022: nil) of those employees with emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	12,441	-	12,441
Charitable activities			
Assessment & Mediation	122,939	-	122,939
Other trading activities	6,075	-	6,075
Total	<u>141,455</u>	<u>-</u>	<u>141,455</u>
EXPENDITURE ON			
Charitable activities			
Assessment & Mediation	136,433	-	136,433
NET INCOME			
Other recognised gains/(losses)	5,022	-	5,022
Actuarial gains on defined benefit schemes	13	-	13
Net movement in funds	<u>5,035</u>	<u>-</u>	<u>5,035</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	55,635	-	55,635

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted fund £	Total funds £
TOTAL FUNDS CARRIED FORWARD	<u>60,670</u>	<u>-</u>	<u>60,670</u>
11. TANGIBLE FIXED ASSETS	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2022 and 31 March 2023	<u>5,917</u>	<u>814</u>	<u>6,731</u>
DEPRECIATION			
At 1 April 2022	2,959	204	3,163
Charge for year	<u>1,479</u>	<u>203</u>	<u>1,682</u>
At 31 March 2023	<u>4,438</u>	<u>407</u>	<u>4,845</u>
NET BOOK VALUE			
At 31 March 2023	<u>1,479</u>	<u>407</u>	<u>1,886</u>
At 31 March 2022	<u>2,958</u>	<u>610</u>	<u>3,568</u>
12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2023 £	2022 £
Trade debtors		1,288	446
Prepayments and accrued income		<u>10,098</u>	<u>9,152</u>
		<u>11,386</u>	<u>9,598</u>
13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2023 £	2022 £
Trade creditors		2,147	1,373
Other creditors		13,901	7,323
Accruals and deferred income		<u>1,795</u>	-
		<u>17,843</u>	<u>8,696</u>
		2023 £	2022 £
Brought forward		1,498	-
Amount released to incoming resources		(1,498)	-
Amount deferred in year		<u>170</u>	<u>1,498</u>
Carried forward		<u>170</u>	<u>1,498</u>

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

14. PROVISIONS FOR LIABILITIES

	2023	2022
	£	£
Provisions	360	564
	<u> </u>	<u> </u>

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme.

Portsmouth Mediation Services share of this deficit is £360 as at 31 March 2023 as indicated below. To eliminate this funding shortfall, the Trustees and the participating employers have agreed that additional contributions will be paid.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Reconciliation of opening and closing provisions

	Period Ending 31 March 2023	Period Ending 31 March 2022
	£	£
Provision at start of period	564	2,152
Unwinding of the discount factor (interest expense)	12	12
Deficit contribution paid	(206)	(545)
Remeasurements - impact of any change in assumptions	(10)	(13)
Remeasurements - amendments to the contribution schedule	-	(1,042)
Provision at the end of period	360	564

Income and expenditure impact

	Period Ending 31 March 2022	Period Ending 31 March 2022
	£	£
Interest expense	12	12
Remeasurements - impact of any change in assumptions	(10)	(13)
Remeasurements - amendments to the contribution schedule	-	(1,042)

Assumptions

	31 March 2023per annum	31 March 2022per annum	31 March 2021per annum
Rate of discount	5.52%	2.35%	0.66%

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
Fixed assets	1,886	-	1,886	3,568
Current assets	90,801	-	90,801	66,362
Current liabilities	(17,843)	-	(17,843)	(8,696)
Provision for liabilities	(360)	-	(360)	(564)
	<u>74,484</u>	<u>-</u>	<u>74,484</u>	<u>60,670</u>

16. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	60,670	13,814	74,484
TOTAL FUNDS	<u>60,670</u>	<u>13,814</u>	<u>74,484</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	183,626	(169,822)	10	13,814
TOTAL FUNDS	<u>183,626</u>	<u>(169,822)</u>	<u>10</u>	<u>13,814</u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	55,635	5,035	60,670
TOTAL FUNDS	<u>55,635</u>	<u>5,035</u>	<u>60,670</u>

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	141,455	(136,433)	13	5,035
TOTAL FUNDS	<u>141,455</u>	<u>(136,433)</u>	<u>13</u>	<u>5,035</u>

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

18. ULTIMATE CONTROLLING PARTY

The charitable company is not under the control of another entity or any one individual.

PORTSMOUTH MEDIATION SERVICE

England & Wales - Charity number 1061569

Accounts

REGISTERED COMPANY NUMBER: 03258327 (England and Wales)
REGISTERED CHARITY NUMBER: 1061569

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
PORTSMOUTH MEDIATION SERVICE**

PORTSMOUTH MEDIATION SERVICE

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Vision

PMS aims to operate as a 'Centre of Excellence and Influence' in seeing Portsmouth established as a Restorative City.

Mission

Through a journey of assessment, mediation and restorative practice, we will partner with other envisioned people and organisations to help seek the peace and prosperity of a 'Restorative Portsmouth'.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievement and performance

The core work of PMS continues to be the assessment service provided to Portsmouth City Council (PCC). During this review period we enter the second year of the five-year contract with PCC, with the option of a two-year extension. The award of this contract demonstrates the esteem with which PMS staff are held by PCC in illustrating their confidence that PMS will continue to provide great service at excellent value to the city.

Remote working

The team continue to successfully work from home and delivery support to a record number of cases. The cost savings of not having the permanent office has enabled us to invest in better IT and phone equipment for the teams as well as continuing to support other projects that we might not have otherwise been able to do.

Training

Training is key to our vision of a Restorative Portsmouth, and we continue to roll out subsidised training within the community and workplaces to give insight and demonstrate the impact of restorative practices. We also host a 6-day online Community Mediation Training Course which generates an additional revenue stream, once again we have run 4 courses with participants from around the UK. It's good to see a wide level of interest and demand in delivering future courses.

Extending our reach into other areas of the community

It's been another exciting year as we extend our mediation services to other spheres of city life. The PMS Family Mediation Service continues to serve an increasing number of local people. Also our new Landlord & Tenant Mediation Service that operates in the Portsmouth private rental sector has been adopted by Portsmouth City Council on a one-year pilot programme to further evaluate its demand and effectiveness. We are also developing a new commercial mediation offering for the small business community in and around Portsmouth.

Summary

I would like to take this opportunity to welcome Paul Hutchings our latest Trustee who joined the Management Board at the beginning of this year. Paul is very much part of the voluntary sector in Portsmouth and brings a wealth of experience from his other Trustee roles in Portsmouth.

Our thanks go again to Portsmouth City Council (PCC) who continue to be a valued supporter of the work of PMS. In addition to our partnership with PCC Housing, we are now collaborating with many other PCC departments in the big vision to Portsmouth established as a restorative city.

The Trustees wish to express thanks to our service manager Steve Rolls and the dedicated team of talented staff and volunteers who make such a positive contribution to the community.

Should you be inspired to become part of our team as a volunteer or a trustee, we would be delighted to provide further information.

Dr Alex Boyland

Chair of the Board of Trustees

On behalf of the Board of Trustee

FINANCIAL REVIEW

Financial position

The surplus for the year is £5,035 compared to a surplus of £3,088 in 2021. Current assets held are £57,666 compared to £53,349 in 2021.

Reserves policy

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 three and six months' expenditure. 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 while consideration is given to ways in which additional funds may be raised, or expenditure reduced.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Organisational structure

The charity is a company limited by guarantee.

Trustees are recruited from interested individuals, volunteer mediators and representatives of the community.

None of the trustees has any beneficial interest in the company. All the trustees are members of the company and guarantee to contribute a sum not exceeding £10 for payment of the company's debts and liabilities in the event of winding up.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The charity is managed by the trustees who may exercise all the powers of the charity. For the past year, the day-to-day operation of the charity has been carried out by the Service Manager who reports to the trustees. All policy and strategy are decided by the trustees sitting as a group on a regular basis.

The Portsmouth Mediation Service (PMS) operates for the benefit of residents in Portsmouth and for the benefit of social housing residents in the wider Portsmouth area. A substantial proportion of the work of PMS is with Portsmouth City Council.

The trustees have and continue to assess the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03258327 (England and Wales)

Registered Charity number

1061569

Registered office

Oasis Centre
First Floor
Upper Arundel Street
Portsmouth
Hampshire
PO1 1NP

Trustees

The Trustees, who are also the directors for the purpose of company law and who served during the year were:

Fiona Armstrong
Philip Winchester
Alan Davis
Tom Shaw
Paul Hutchings (appointed January 2022)
Alex Boyland (appointed September 2021)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

S Mackie FCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Approved by order of the board of trustees on 11 July 2022 and signed on its behalf by:

P Winchester - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PORTSMOUTH MEDIATION SERVICE**

Independent examiner's report to the trustees of Portsmouth Mediation Service ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

S Mackie FCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

22 July 2022

PORTSMOUTH MEDIATION SERVICE

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	12,441	-	12,441	14,406
Charitable activities					
Assessment & Mediation	4	122,939	-	122,939	126,691
Other trading activities	3	<u>6,075</u>	<u>-</u>	<u>6,075</u>	<u>-</u>
Total		<u>141,455</u>	<u>-</u>	<u>141,455</u>	<u>141,097</u>
 EXPENDITURE ON					
Charitable activities					
Assessment & Mediation	5	136,433	-	136,433	138,009
NET INCOME		<u>5,022</u>	<u>-</u>	<u>5,022</u>	<u>3,088</u>
 Other recognised gains/(losses)					
Actuarial gains/(losses) on defined benefit schemes		13	-	13	(74)
Net movement in funds		<u>5,035</u>	<u>-</u>	<u>5,035</u>	<u>3,014</u>
 RECONCILIATION OF FUNDS					
Total funds brought forward		55,635	-	55,635	52,621
TOTAL FUNDS CARRIED FORWARD		<u>60,670</u>	<u>-</u>	<u>60,670</u>	<u>55,635</u>

The notes form part of these financial statements

PORTSMOUTH MEDIATION SERVICE (REGISTERED NUMBER: 03258327)

**BALANCE SHEET
31 MARCH 2022**

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	11	3,568	4,438
CURRENT ASSETS			
Debtors	12	9,598	10,392
Cash at bank		<u>56,764</u>	<u>52,058</u>
		66,362	62,450
CREDITORS			
Amounts falling due within one year	13	(8,696)	(9,101)
NET CURRENT ASSETS		<u>57,666</u>	<u>53,349</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		61,234	57,787
PROVISIONS FOR LIABILITIES	14	(564)	(2,152)
NET ASSETS		<u>60,670</u>	<u>55,635</u>
FUNDS	16		
Unrestricted funds		<u>60,670</u>	<u>55,635</u>
TOTAL FUNDS		<u>60,670</u>	<u>55,635</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

BALANCE SHEET - continued
31 MARCH 2022

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

The financial statements were approved by the Board of Trustees and authorised for issue on 11 July 2022 and were signed on its behalf by:

P Winchester - Trustee

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties regarding the charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

Individual fixed assets costing £1,000 or more are capitalised at cost.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable investments in stocks and shares. The measurement basis used for these instruments is detailed below.

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

1. ACCOUNTING POLICIES - continued

Financial instruments

Debtors and cash at bank

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand included cash held on deposit or in a current account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	2,231	4,789
Training fees	10,210	9,617
	<u>12,441</u>	<u>14,406</u>

3. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Other income	<u>6,075</u>	<u>-</u>

4. INCOME FROM CHARITABLE ACTIVITIES

		2022	2021
	Activity	£	£
Grants	Assessment & Mediation	<u>122,939</u>	<u>126,691</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
General	-	350
PCC grant	125,296	116,480
COVID job retention scheme	-	811
Restorative solutions	7,350	6,650
Charities Aid Foundation	-	2,400
	<u>132,646</u>	<u>126,691</u>

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 6) £	Totals £
Assessment & Mediation	<u>134,660</u>	<u>1,773</u>	<u>136,433</u>

6. SUPPORT COSTS

	Finance £	Governance costs £	Totals £
Assessment & Mediation	<u>143</u>	<u>1,630</u>	<u>1,773</u>

Support costs, included in the above, are as follows:

Management

	2022 Total activities £		2021 Total activities £
Bookkeeping	<u>-</u>		<u>(552)</u>

Finance

	2022 Assessment & Mediation £		2021 Total activities £
Bank charges	<u>143</u>		<u>82</u>

Governance costs

	2022 Assessment & Mediation £		2021 Total activities £
Independent examiners fees	1,522		1,680
Legal fees	<u>108</u>		<u>-</u>
	<u>1,630</u>		<u>1,680</u>

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022 £		2021 £
Depreciation - owned assets	<u>1,684</u>		<u>1,479</u>

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

During the year no trustees (2021:nil) were reimbursed out of pocket expenses totalling £nil (2021:£nil).

9. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	70,301	80,347
Social security costs	5,092	5,640
Other pension costs	1,057	5,350
	<u>76,450</u>	<u>91,337</u>

The average monthly number of employees during the year was as follows:

	2022	2021
Management and administration	1	1
Direct support staff	4	4
	<u>5</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

The charity paid contributions to pension scheme for none (2021: nil) of those employees with emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	14,406	-	14,406
Charitable activities			
Assessment & Mediation	125,880	811	126,691
Total	<u>140,286</u>	<u>811</u>	<u>141,097</u>
EXPENDITURE ON			
Charitable activities			
Assessment & Mediation	137,198	811	138,009
NET INCOME	<u>3,088</u>	<u>-</u>	<u>3,088</u>
Other recognised gains/(losses)			
Actuarial gains/(losses) on defined benefit schemes	(74)	-	(74)

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
Net movement in funds	3,014	-	3,014

RECONCILIATION OF FUNDS

Total funds brought forward	52,621	-	52,621
TOTAL FUNDS CARRIED FORWARD	<u>55,635</u>	<u>-</u>	<u>55,635</u>

11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2021	5,917	-	5,917
Additions	-	814	814
At 31 March 2022	<u>5,917</u>	<u>814</u>	<u>6,731</u>
DEPRECIATION			
At 1 April 2021	1,479	-	1,479
Charge for year	1,480	204	1,684
At 31 March 2022	<u>2,959</u>	<u>204</u>	<u>3,163</u>
NET BOOK VALUE			
At 31 March 2022	<u>2,958</u>	<u>610</u>	<u>3,568</u>
At 31 March 2021	<u>4,438</u>	<u>-</u>	<u>4,438</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	446	490
Prepayments and accrued income	9,152	9,902
	<u>9,598</u>	<u>10,392</u>

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	1,373	-
Other creditors	7,323	9,101
	<u>8,696</u>	<u>9,101</u>

14. PROVISIONS FOR LIABILITIES

	2022	2021
	£	£
Provisions	<u>564</u>	<u>2,152</u>

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme.

Portsmouth Mediation Services share of this deficit is £564 as at 31 March 2022 as indicated below. To eliminate this funding shortfall, the Trustees and the participating employers have agreed that additional contributions will be paid.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Reconciliation of opening and closing provisions

	Period Ending 31 March 2022	Period Ending 31 March 2021
	£	£
Provision at start of period	2,152	2,550
Unwinding of the discount factor (interest expense)	12	57
Deficit contribution paid	(545)	(529)
Remeasurements - impact of any change in assumptions	(13)	74
Remeasurements - amendments to the contribution schedule	(1,042)	-
Provision at the end of period	564	2,152

Income and expenditure impact

	Period Ending 31 March 2022	Period Ending 31 March 2021
	£	£
Interest expense	12	57
Remeasurements - impact of any change in assumptions	(13)	74
Remeasurements - amendments to the contribution schedule	(1,042)	-

Assumptions

	31 March 2022per annum	31 March 2021per annum	31 March 2020per annum
Rate of discount	2.35%	0.66%	2.53%

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

14. PROVISIONS FOR LIABILITIES - continued

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted fund £	2022 Total funds £	2021 Total funds £
Fixed assets	3,568	-	3,568	4,438
Current assets	66,362	-	66,362	62,450
Current liabilities	(8,696)	-	(8,696)	(9,101)
Provision for liabilities	(564)	-	(564)	(2,152)
	<u>60,670</u>	<u>-</u>	<u>60,670</u>	<u>55,635</u>

16. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	55,635	5,035	60,670
TOTAL FUNDS	<u>55,635</u>	<u>5,035</u>	<u>60,670</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	141,455	(136,433)	13	5,035
TOTAL FUNDS	<u>141,455</u>	<u>(136,433)</u>	<u>13</u>	<u>5,035</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	52,621	3,014	55,635
TOTAL FUNDS	<u>52,621</u>	<u>3,014</u>	<u>55,635</u>

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	140,286	(137,198)	(74)	3,014
Restricted funds				
Covid-19 support	811	(811)	-	-
TOTAL FUNDS	<u>141,097</u>	<u>(138,009)</u>	<u>(74)</u>	<u>3,014</u>

HMRC Covid Support Fund

Being monies received from HMRC in relation to the Coronavirus Job Retention Scheme to reimburse staff costs during the Covid 19 pandemic.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

18. ULTIMATE CONTROLLING PARTY

The charitable company is not under the control of another entity or any one individual.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

PORTSMOUTH MEDIATION SERVICE

England & Wales - Charity number 1061569

Accounts

REGISTERED COMPANY NUMBER: 03258327 (England and Wales)
REGISTERED CHARITY NUMBER: 1061569

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
PORTSMOUTH MEDIATION SERVICE**

PORTSMOUTH MEDIATION SERVICE

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

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Notes to the Financial Statements	8 to 15

PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Vision

PMS aims to operate as a 'Centre of Excellence and Influence' in seeing Portsmouth established as a Restorative City.

Mission

Through a journey of assessment, mediation and restorative practice, we will partner with other envisioned people and organisations to help seek the peace and prosperity of a 'Restorative Portsmouth'.

PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENT AND PERFORMANCE

The core work of PMS continues to be the assessment service provided to Portsmouth City Council (PCC). The start of this review period saw PMS commence a new five year contract with PCC, with the option of a two year extension. The award of this contract demonstrates the esteem with which PMS staff are held by PCC in illustrating their confidence that PMS will continue to provide an excellent service at excellent value to the city.

Impact of the pandemic

The past year has seen PMS continue to operate in a different world to that which most (if not all) of us have experienced in our lifetime. In the weeks following the initial lockdown, the volume of referrals being made to PMS did slow somewhat. This coincided with a review of how we conducted our work, with each of us developing and improving our IT skills and being introduced to new ways of communicating. Familiar words such as 'zoom' and being 'socially distanced' took on a new a meaning. 'Zoom' probably being the one used the most!

Staff and volunteers at PMS quickly adapted to new ways of working and communicating and achieved great success in continuing to restoratively rebuild relationships. This was so important as the initial slowdown of referrals did not last very long.

Training

This year saw significant development in the restorative training undertaken by PMS. Shortly after lockdown restrictions were imposed, staff were due to undertake a five day training course to be delivered to Surrey Mediation Service. The training looked to be in jeopardy, however the team at PMS created a package that could be delivered remotely. A trial run was undertaken with internal volunteers and was subsequently successfully delivered to Surrey Mediation. The package has continued to be delivered and is an important source of income for the charity. This was a great example of the creativity and adaptability of the team at PMS.

A new way of working

Financial issues remain at the forefront of considerations for the trustees. Fundraising opportunities have become increasingly difficult. Financing from the public sector is limited. Costs of running PMS in recent years have continued to exceed income. Prior to the pandemic, the trustees were considering ways to reduce costs, which perversely, the covid restrictions have shown can work.

As such, from the beginning of 2021, PMS have moved from 'office' working to 'home' working. Prior to doing so, the view of all staff was obtained, and they were unanimously supportive of the change.

PMS has provided appropriate office and IT equipment to each staff member, the outlay of which was crucial for the success of home working. Initial indications are that significant savings are being made by no longer paying rent, rates, and utility bills. Whilst meetings in person were not allowed during much of this review period, the use of 'Zoom' and 'Microsoft Teams' has grown to enable contact and support amongst team members to continue.

It would be remiss of me not to thank 'Oasis Church Portsmouth' for their support as a 'landlord' over the years which has been invaluable to the work of PMS. Although we no longer work from their premises, Oasis have continued to be supportive in continuing to be our postal address and port of call when premises are required.

Summary

Special thanks go to Portsmouth City Council who continue to be a valued supporter of the work of PMS. Without their support, the delivery of services the public would be significantly more challenging.

The Trustees wish to express thanks to our service manager Steve Rolls and his dedicated team of talented staff and volunteers who make such a positive contribution to the community.

Should you be inspired to become part of our team as a volunteer or a trustee, we would be delighted to provide further information.

Phil Winchester
Chair of the Board of Trustees
On behalf of the Board of Trustees

PORTSMOUTH MEDIATION SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW

Financial position

The surplus for the year is £3,014 compared to a deficit of £13,883 in 2020. Current assets held are £62,450 compared to £65,240 in 2020.

Reserves policy

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 three and six months' expenditure. 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 while consideration is given to ways in which additional funds may be raised, or expenditure reduced.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Organisational structure

The charity is a company limited by guarantee.

Trustees are recruited from interested individuals, volunteer mediators and representatives of the community. None of the trustees has any beneficial interest in the company. All the trustees are members of the company and guarantee to contribute a sum not exceeding £10 for payment of the company's debts and liabilities in the event of winding up. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The charity is managed by the trustees who may exercise all the powers of the charity. For the past year, the day-to-day operation of the charity has been carried out by the Service Manager who reports to the trustees. All policy and strategy are decided by the trustees sitting as a group on a regular basis.

The Portsmouth Mediation Service (PMS) operates for the benefit of residents in Portsmouth and for the benefit of social housing residents in the wider Portsmouth area. A substantial proportion of the work of PMS is with Portsmouth City Council.

The trustees have and continue to assess the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

As Chair of the Trustees, I would like to thank Jenni Wessels, a departing trustee who has been a stalwart of support to trustees, staff, and volunteers over a long period and despite relinquishing her role as a trustee, continues to be an active supporter and guide to PMS.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03258327 (England and Wales)

Registered Charity number

1061569

Registered office

Oasis Centre
First Floor
Upper Arundel Street
Portsmouth
Hampshire
PO1 1NP

PORTSMOUTH MEDIATION SERVICE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees

The Trustees, who are also the directors for the purpose of company law and who served during the year were:

Fiona Armstrong
Philip Winchester
Alan Davis
Tom Shaw (appointed November 2020)
Jenni Wessels (resigned November 2020)
Nicholas Wells (resigned March 2021)

Independent Examiner

P Underwood FCCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Approved by order of the board of trustees on 12 July 2021 and signed on its behalf by:

P. R. Winchester

P Winchester - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PORTSMOUTH MEDIATION SERVICE**

Independent examiner's report to the trustees of Portsmouth Mediation Service ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



P Underwood FCCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 27/7/2021

PORTSMOUTH MEDIATION SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	14,406	-	14,406	13,664
Charitable activities					
Assessment & Mediation	3	125,880	811	126,691	118,893
Total		<u>140,286</u>	<u>811</u>	<u>141,097</u>	<u>132,557</u>
EXPENDITURE ON					
Charitable activities					
Assessment & Mediation	4	137,198	811	138,009	146,509
NET INCOME/(EXPENDITURE)		<u>3,088</u>	<u>-</u>	<u>3,088</u>	<u>(13,952)</u>
Other recognised gains/(losses)					
Actuarial gains/(losses) on defined benefit schemes		(74)	-	(74)	69
Net movement in funds		<u>3,014</u>	<u>-</u>	<u>3,014</u>	<u>(13,883)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>52,621</u>	<u>-</u>	<u>52,621</u>	<u>66,504</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>55,635</u></u>	<u><u>-</u></u>	<u><u>55,635</u></u>	<u><u>52,621</u></u>

The notes form part of these financial statements

PORTSMOUTH MEDIATION SERVICE

**BALANCE SHEET
31 MARCH 2021**

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	10	4,438	-
CURRENT ASSETS			
Debtors	11	10,392	11,128
Cash at bank		52,058	54,112
		<u>62,450</u>	<u>65,240</u>
CREDITORS			
Amounts falling due within one year	12	(9,101)	(10,069)
NET CURRENT ASSETS		<u>53,349</u>	<u>55,171</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		57,787	55,171
PROVISIONS FOR LIABILITIES	13	(2,152)	(2,550)
NET ASSETS		<u>55,635</u>	<u>52,621</u>
FUNDS	15		
Unrestricted funds		<u>55,635</u>	<u>52,621</u>
TOTAL FUNDS		<u>55,635</u>	<u>52,621</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 12 July 2021 and were signed on its behalf by:

P. R. Winchester
P Winchester - Trustee

The notes form part of these financial statements

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties regarding the charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 25% on cost

Individual fixed assets costing £1,000 or more are capitalised at cost.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable investments in stocks and shares. The measurement basis used for these instruments is detailed below.

Debtors and cash at bank

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES - continued

Financial instruments

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand included cash held on deposit or in a current account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. DONATIONS AND LEGACIES

	2021 £	2020 £
Donations	4,789	6,614
Training fees	9,617	7,050
	14,406	13,664

3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2021 £	2020 £
Grants	Assessment & Mediation	126,691	118,893
		126,691	118,893

Grants received, included in the above, are as follows:

	2021 £	2020 £
General	350	-
PCC grant	116,480	118,893
COVID job retention scheme	811	-
Restorative solutions	6,650	-
Charities Aid Foundation	2,400	-
	126,691	118,893

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Assessment & Mediation	136,799	1,210	138,009
	136,799	1,210	138,009

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

5. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Assessment & Mediation	<u>(552)</u>	<u>82</u>	<u>1,680</u>	<u>1,210</u>

Support costs, included in the above, are as follows:

Management

	2021 Assessment & Mediation £	2020 Total activities £
Bookkeeping	(552)	1,382
HR support	-	1,666
	<u>(552)</u>	<u>3,048</u>

Finance

	2021 Assessment & Mediation £	2020 Total activities £
Bank charges	82	90
	<u>82</u>	<u>90</u>

Governance costs

	2021 Assessment & Mediation £	2020 Total activities £
Independent examiners fees	1,680	-
	<u>1,680</u>	<u>-</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Depreciation - owned assets	1,479	-
	<u>1,479</u>	<u>-</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

7. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

During the year no trustees (2020:nil) were reimbursed out of pocket expenses totalling £nil (2020:£nil).

8. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	80,347	74,763
Social security costs	5,640	5,503
Other pension costs	5,350	6,647
	<u>91,337</u>	<u>86,913</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Management and administration	1	1
Direct support staff	4	4
	<u>5</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

The charity paid contributions to pension scheme for none (2020: nil) of those employees with emoluments in excess of £60,000.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	13,664	-	13,664
Charitable activities			
Assessment & Mediation	118,893	-	118,893
Total	<u>132,557</u>	<u>-</u>	<u>132,557</u>
EXPENDITURE ON			
Charitable activities			
Assessment & Mediation	146,509	-	146,509
NET INCOME/(EXPENDITURE)	<u>(13,952)</u>	<u>-</u>	<u>(13,952)</u>
Other recognised gains/(losses)			
Actuarial gains on defined benefit schemes	69	-	69
Net movement in funds	<u>(13,883)</u>	<u>-</u>	<u>(13,883)</u>

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted fund £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	66,504	-	66,504
TOTAL FUNDS CARRIED FORWARD	<u>52,621</u>	<u>-</u>	<u>52,621</u>
10. TANGIBLE FIXED ASSETS			
			Fixtures and fittings £
COST			
At 1 April 2020			22,990
Additions			5,917
Disposals			(22,990)
At 31 March 2021			<u>5,917</u>
DEPRECIATION			
At 1 April 2020			22,990
Charge for year			1,479
Eliminated on disposal			(22,990)
At 31 March 2021			<u>1,479</u>
NET BOOK VALUE			
At 31 March 2021			<u>4,438</u>
At 31 March 2020			<u>-</u>
11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	2021	2020	
	£	£	
Trade debtors	490	-	
Prepayments and accrued income	9,902	11,128	
	<u>10,392</u>	<u>11,128</u>	

PORTSMOUTH MEDIATION SERVICE

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2021 £	2020 £
Trade creditors	-	733
Other creditors	9,101	9,336
	9,101	10,069
13. PROVISIONS FOR LIABILITIES	2021 £	2020 £
Provisions	2,152	2,550
	2,152	2,550

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. Portsmouth Mediation Services share of this deficit is £2,152 as at 31 March 2021 as indicated below. To eliminate this funding shortfall, the Trustees and the participating employers have agreed that additional contributions will be paid.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Reconciliation of opening and closing provisions

	Period Ending 31 March 2021 £	Period Ending 31 March 2020 £
Provision at start of period	2,550	3,093
Unwinding of the discount factor (interest expense)	57	39
Deficit contribution paid	(529)	(513)
Remeasurements - impact of any change in assumptions	74	(69)
Remeasurements - amendments to the contribution schedule	-	-
Provision at the end of period	2,152	2,550

Income and expenditure impact

	Period Ending 31 March 2021 £	Period Ending 31 March 2020 £
Interest expense	57	39
Remeasurements - impact of any change in assumptions	74	(69)
Remeasurements - amendments to the contribution schedule	-	-

Assumptions

	31 March 2020per annum	31 March 2020per annum	31 March 2019per annum
Rate of discount	0.66%	2.53%	1.39%

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
Fixed assets	4,438	-	4,438	-
Current assets	62,450	-	62,450	65,240
Current liabilities	(9,101)	-	(9,101)	(10,069)
Provision for liabilities	(2,152)	-	(2,152)	(2,550)
	<u>55,635</u>	<u>-</u>	<u>55,635</u>	<u>52,621</u>

15. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	52,621	3,014	55,635
TOTAL FUNDS	<u>52,621</u>	<u>3,014</u>	<u>55,635</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	140,286	(137,198)	(74)	3,014
Restricted funds				
Covid-19 support	811	(811)	-	-
TOTAL FUNDS	<u>141,097</u>	<u>(138,009)</u>	<u>(74)</u>	<u>3,014</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	66,504	(13,883)	52,621
TOTAL FUNDS	<u>66,504</u>	<u>(13,883)</u>	<u>52,621</u>

PORTSMOUTH MEDIATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	132,557	(146,509)	69	(13,883)
TOTAL FUNDS	<u>132,557</u>	<u>(146,509)</u>	<u>69</u>	<u>(13,883)</u>

HMRC Covid Support Fund

Being monies received from HMRC in relation to the Coronavirus Job Retention Scheme to reimburse staff costs during the Covid 19 pandemic.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.