

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

England & Wales · Charity number 1067128

Details

Other names SELFMB

Status Registered

Legal form Charitable company

Company number [03008942](#)

Registered 1997-12-31

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

Contact

Address First Floor
19 East Street
Bromley
Kent
BR1 1QE

Phone 02083157460

Email enquiries@selfmb.org.uk

Website www.selfmb.org.uk

Activities

Objects: THE COMPANY IS ESTABLISHED TO ALLEVIATE HARDSHIP AND DISTRESS CAUSED BY THE BREAK-UP OF MARRIAGE AND FAMILY AND TO PRESERVE AND PROTECT THE PHYSICAL AND MENTAL HEALTH OF ADULTS AND CHILDREN INVOLVED THEREIN BY THE PROVISION OF A MEDIATION SERVICE TO FACILITATE THE SETTLEMENT OF DIFFERENCES OVER RESIDENCE AND CONTACT ARRANGEMENTS FOR CHILDREN AND FINANCIAL AND PROPERTY MATTERS.

Activities: Couples Mediation Child Counselling Independent Report Writing

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Other Charitable Purposes
- **Who:** Children/young People, Other Defined Groups

Geography

- Throughout London

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£248,624	£239,061	-	-
2024-03-31	£244,374	£235,922	-	-
2023-03-31	£231,810	£229,896	-	-
2022-03-31	£247,523	£220,199	-	-
2021-03-31	£205,019	£182,727	-	-

Trustees

Name	Role	Appointed
STEPHEN HODGES	Chair	
David Charles Ely JP		2003-09-09
Georgia Jones		2021-11-17
Pauline Pierce JP		2020-12-09

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

England & Wales - Charity number 1067128

Accounts

COMPANY NUMBER: 3008942

CHARITY REGISTERED NUMBER: 1067128

SOUTH EAST LONDON FAMILY MEDIATION BUREAU
DIRECTORS' AND TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

KEMPTON EMSDEN & CO
CHARTERED ACCOUNTANTS
34 NAPIER ROAD
BROMLEY
KENT
BR2 9JA

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: 3008942

Registered Charity Number: 1067128

Chairman: Mr Stephen Hodges

Treasurer: Mrs Georgia Jones

Directors: Mr Stephen Hodges
Mr David Elv J.P MBA Banking
Mrs Georgia Jones
Mrs Pauline Pierce

Secretary: Mr Stephan Smith

Registered Office: 19 East Street
Bromley, Kent
BR1 1QE

Accountants: Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
Bromley
Kent
BR2 9JA

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

FOR THE YEAR ENDED 31 MARCH 2025

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SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

Governing document

The organisation is a charitable company, limited by guarantee, and is governed by its Memorandum and Articles of Association dated 30th November 1994. The company has to comply with the Companies Act 2006 and related SORP.

Organisation and Management

The day to day management of the South East London Family Mediation Bureau is the responsibility of the Service Manager.

The South East London Family Mediation Bureau has five Trustees (one of which is the Chair) and one the Company Secretary.

An Executive Committee consists of the five Trustees, Company Secretary, Service Manager and other individuals experienced in family dispute matters. The Executive typically meets four times a year including the Annual General Meeting, usually held in October. The Chair of the Bureau is Chair of the Executive Committee.

The Finance and General Purposes Committee is made up of at least four members of the Executive Committee, including the Chair, Company Secretary and the Service Manager. It is chaired by a trustee who is not chair of the Executive Committee. It meets 4-6 times a year, ordinarily two weeks before the Executive Committee. It works closely with the Service Manager to oversee the administration and finances of the bureau. It makes recommendations to the Executive Committee.

The full Executive Committee has met in a combination of Zoom and face to face meetings and has been kept informed by minutes of the Finance and General Purposes Committee.

The bureau is fortunate to have had Her Honour Judge Kathryn Major, from the Maidstone Family Court, as its President. Her Honour presides over the Annual General Meeting and is aware of bureau activities by receiving minutes of meetings and volume and financial data. Meeting minutes are recorded and made available to all committee members.

Risk Policy

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen those risks.

Achievements and Performance

The £50,000 Bounce Back Loan from NatWest on which we commenced repayments in August 2021 has reduced to £13,931. We have not used the loan but have maintained it at marginal cost as a cushion for unexpected economic impacts..

The Government Voucher Scheme commenced in May 2021. A family can apply for up to a contribution of £500 including vat towards the cost of the mediation process. This assists families who do not qualify for Legal Aid. We utilised £49,710 during the financial year. The scheme has been extended a number of times. During the financial year ending 31st March 2025. Private income rose from £88,452 to £98,103 (11% increase). There has been a small decrease in clients who qualify for legal aid funding. Last year we used £103,174 legal aid funding, this year £100,070 (3% decrease).

The Service Manager continues to spend considerable effort on staffing and systems issues. We have a staff complement of 5; and a case management system which enables the mediators and office team to work efficiently and remotely or in the office. We use the services of eight independent session mediators.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Financial Review

Net income of **£248,624** and expenses of **£239,061** gave a surplus of **£9,563**; the directors had expected a flat year. The board is pleased with the annual result which largely arose from increased private client work.

We had net income (excluding vat) from the following sources this year:

- The FMC/MOJ Voucher Scheme £49,710; making up to £500 available to each family for mediation;
- Legal Aid funding £100,070;
- Private Clients business £98,103;
- Government backed Bounce Back Loan £50,000 at 2.5% to be repaid over 6 years; monthly repayments £887.37 commenced August 2021 with outstanding loan of £13,931 at year end. We earned 1.46% on the balance.

We note changes in expenses during this and the following year including:

- Marginal increase in NFM subscription £1,580 from £1500 last year (historically £3,000) per annum;
- Energy costs have stabilised at a lower level than expected;
- Computer support continues on a time used basis rather than a fixed monthly fee. Our cloud based systems have reduced the need for the level of support which was previously required.

Excess funds and residual loan funds were kept on deposit with our bank at 1.46%.

During the course of the year we completed:

1236 Miams,
329 First mediation sessions and
267 Other mediation sessions.

The biggest challenge faced has been uncertainty re office accommodation. The 2 ½ year lease breakpoint was due August 2024 and we were led to understand we would renew at the same rate of £16,500 per annum. When we met to sign the papers we were advised that the landlord was considering offers for the premises in circumstances beyond his control. We agreed we would look for alternative premises with a deadline of September 2025. We were reviewing local alternatives when we were advised at the end of January 2025 that the premises had been sold. The new landlord was happy to renew under existing terms for a 2 year period but we faced uncertainty re likely costs thereafter. We progressed an outside option in East Street just 200 yards from North Street with the aim of relocation as soon as possible. At the financial year end we were aiming for a May/June 2025 move. The identified premises are 50% larger than current location which will enable more mediation work and a dedicated on site training facility.

We were aware that this will increase accommodation costs substantially over the next 5 years with staged annual rent increases from £20,000 to £28,000 plus annual service charges of around £5,000 but some of this will be ameliorated by a sub tenancy for one third of the space to an identified local charity.

There will be substantial one off legal and relocation costs associated with the move to East Street which will reduce our reserves but steps will be taken to rebuild reserves to a level of £60,000 (25% of ongoing costs) over the next two years. The relocation will put us more in direct control of our utility services which we believe will lower our overall costs.

Plans for Next Year

Plans for 2025-26 are to continue actions taken last year.

Relocation to new premises on East Street: we are conscious of increased rental and ancillary costs. We have identified a subtenant to share the facility and reduce the financial impact. A new inhouse training facility and additional mediation capacity will provide extra benefits of the new location.

We will continue to concentrate on tight cash management with monthly projections to the Finance and General Purposes Committee. Minutes of those meetings will be shared with the full Executive Committee.

The use of ZOOM widens our catchment area. We will continue to offer clients the choice of office or Zoom for both MIAMS and mediation appointments.

Create a training facility in the new premises and offer a series of mediation courses to mediators and other professionals. Review administration salary structure based on experience and market information. We continue to capitalise on our excellent staff, mediators and the case management system enabling the team to work more efficiently from either home or the office.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2025

The NatWest Bounce Back Loan of £13,931 will provide a cushion for any further economic impacts. Monthly repayments of £887.37 started in August 2021. We review the need to retain the facility. Payment will complete in August 2026.

The Voucher Scheme has been extended. We will continue to utilise this Government backed scheme where clients can apply for up to £500 towards mediation costs. We charge the client a reduced fee and claim back up to £500 from the Ministry of Justice. We note that more administrative effort is involved in this scheme which may result in a requirement for more administrative support.

We will review our charges against market competitors and increase fees where appropriate.

We appointed a Professional Practice Manager in June 2024. She will be delivering a number of short online CPD courses in the next year.

The Trustees are grateful to the mediators for their unceasing loyalty the Service Manager, Professional Practice Manager and Case Coordinators for their tireless efforts in challenging times and the Executive and Finance and General Purposes Committees for their guidance and support throughout the year. We know there will always be other challenges in the coming years, particularly the ongoing impact of energy costs and the cost of living on families. We are confident that the combined efforts of all involved will see us continue to grow and prosper. We have an excellent team which continues to rise to challenges.

We anticipate a flat operating financial year for 2025-26 and will continue tight monitoring of expenses and income. However relocation costs will impact reserves during the next year with one off costs. Steps will be taken to minimise some of these costs

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Trustees' responsibilities in relation to the financial statements

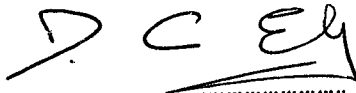
The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of directors and trustees on 3rd December 2025 and signed on its behalf.



.....
DAVID ELY - Trustee

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF SOUTH EAST LONDON FAMILY MEDIATION BUREAU
FOR THE YEAR ENDED 31 MARCH 2025

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025 which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity 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').

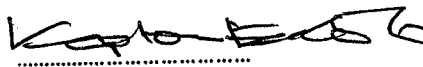
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). 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 that in any material respect:

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 (FRS102).

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.

 Dated: 5/12/2025 December 2025
.....
Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
Bromley
Kent
BR2 9JA

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2025

	Unrestricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Income and endowments from:			
Charitable activities	247,883	247,883	243,765
Investments	741	741	609
Total income and endowments	248,624	248,624	244,374
Expenditure on:			
Charitable activities	239,061	239,061	235,922
Total resources expended	239,061	239,061	235,922
Net movement in funds	9,563	9,563	8,452
Total funds brought forward	£ 50,789	£ 50,789	42,337
Total funds carried forward	£ 60,352	£ 60,352	£ 50,789

All income and expenditure derive from continuing activities.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

DETAILED ANALYSIS OF MOVEMENTS IN FUNDS

FOR THE YEAR ENDED 31 MARCH 2025

	2025		2024	
	£	£	£	£
General Fund				
General Fund - opening balance	50,789		42,337	
Surplus for the year	9,563		8,452	
	<u> </u>	60,352	<u> </u>	50,789
		<u> </u>		<u> </u>
Total funds at 31 March 2025		£60,352		£50,789
		<u> </u>		<u> </u>

COMPANY NUMBER: 3008942

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

BALANCE SHEET

AT 31 MARCH 2025

	Note	2025		2024	
		£	£	£	£
Tangible fixed assets					
Tangible assets	6		3,845		4,776
Current assets					
Debtors	7	32,136		24,694	
Bank accounts		68,831		68,897	
		<u>100,967</u>		<u>93,591</u>	
Creditors					
Amounts falling due within one year	8	40,948		33,652	
Net current assets			<u>60,019</u>		<u>59,939</u>
Total assets less current liabilities			<u>63,864</u>		<u>64,715</u>
Creditors					
Amounts falling due after more than one year	8		(3,512)		(13,926)
Net assets			<u>£ 60,352</u>		<u>£ 50,789</u>
Capital funds					
Unrestricted funds			60,352		50,789
Total funds			<u>£ 60,352</u>		<u>£ 50,789</u>

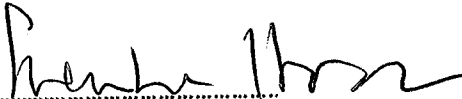
For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

Directors' responsibilities:

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006). Approved by the trustees on 3rd December 2025 and signed on their behalf.


.....
S. HODGES Director

The annexed notes form part of these financial statements.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies

The financial statements have been prepared in accordance with 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 (FRS102) issued in October 2019, (Charities SORP (FRS 102)), the Charities Act 2011 and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared on a going concern basis under the historical convention (modified to include certain items at fair value). The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years unless otherwise stated.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and it is probable that the income will be received.

Income from charitable activities is received in exchange for supplying mediation services and is recognised when entitlement has occurred.

Income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable the income will be received and the amount can be measured reliably. If entitlement has not been met at the balance sheet date, the income is deferred.

Investment income is earned through the holding of bank deposits.

Resources expended

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

Expenditure is recognised where there is a legal obligation to make payments to third parties, it is probable settlement will be required and the amount of the obligation can be measured reliably.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

Turnover

Turnover represents grants and fees receivable by the Company in the course of its work.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation and impairment. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	- 33% per annum reducing balance
Mediation software	- 33% per annum straight line
Office equipment	- 20% per annum reducing balance

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees to further the objectives of the charity.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of restricted funds are set out in the notes to the financial statements.

Leasing

Rentals payable under operating leases are charged to the income and expenditure account on a straight line basis over the period of the lease.

Pension costs

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

Debtors

Known bad debts are written off and provision is made for any debtors considered to be doubtful.

Financial instruments

The charity has financial assets and liabilities that qualify as basic financial instruments. Basic financial instruments are initially recognised at cost and subsequently measured at amortised cost using the effective interest method.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

2. **Income**

	Unrestricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Charitable activities			
Legal Aid Agency grants	100,070	100,070	103,174
AIM receipts - private	54,110	54,110	46,375
Mediation information/assessment meeting	41,968	41,968	40,202
Government mediation support	49,710	49,710	52,139
Court forms receipts	2,025	2,025	1,875
	<u>247,883</u>	<u>247,883</u>	<u>243,765</u>
Investment income			
Bank interest receivable	741	741	609
	<u>741</u>	<u>741</u>	<u>609</u>

3. **Expenditure on charitable activities**

	2025 £	2025 £	2024 £
AIM mediation fees and expenses	46,550		44,349
MIAM assessment claims	37,095		39,010
Software/website depreciation	1,000		2,088
North Street expenses	23,694		29,770
Book-keeping services	4,759		3,899
Training costs	1,917		-
Insurance	588		561
Computer and communications costs	7,041		4,565
Subscriptions	3,144		2,855
Bank charges	2,716		2,902
Sundry expenses	896		450
Bank loan interest	492		739
Staff salaries	101,161		96,950
Employer's NIC	2,195		2,103
Employer's pension contributions	2,947		2,909
Depreciation	784		1,122
Loss on disposal of fixed assets	132		-
Accountancy	1,950		1,650
		<u>239,061</u>	<u>235,922</u>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

4. Surplus before tax	2025	2024
	£	£
This is stated after charging:		
Accountancy	1,950	1,650
Depreciation of owned assets	784	1,122
Loss on disposal of fixed assets	132	-
Pension costs	2,947	2,909
	<u> </u>	<u> </u>
5. Staff costs		
The average number of persons employed by the company during the year was as follows:		
	2025	2024
Administration	5	5
	<u> </u>	<u> </u>
The aggregate payroll costs of these persons were as follows:		
	2025	2024
	£	£
Wages and salaries	101,161	96,950
Social security	2,195	2,103
Other pension costs	2,947	2,909
	<u> </u>	<u> </u>
	£106,303	£101,962
	<u> </u>	<u> </u>
6. Tangible fixed assets		Office Equipment £
Cost:		
At 1 April 2024		22,262
Additions		985
Disposals		(2,423)
		<u> </u>
At 31 March 2025		20,824
		<u> </u>
Depreciation:		
At 1 April 2024		17,486
Charge for the year		1,784
On disposals		(2,291)
		<u> </u>
At 31 March 2025		16,979
		<u> </u>
Net book value:		
At 31 March 2025		£ 3,845
		<u> </u>
At 31 March 2024		£ 4,776
		<u> </u>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

7. Debtors and prepayments

Amounts falling due within one year:

	2025	2024
	£	£
Other debtors	29,154	21,854
Prepayments	2,982	2,840
	<u>£32,136</u>	<u>£24,694</u>

8. Creditors

Amounts falling due within one year:-

	2025	2024
	£	£
Bank loan	10,419	10,162
Sundry creditors	12,127	7,154
VAT liability	14,197	13,236
PAYE and NIC	1,454	1,449
Accruals and deferred income	2,751	1,651
	<u>£40,948</u>	<u>£33,652</u>

Amounts falling due after more than one year:-

Bank loan	<u>£3,512</u>	<u>£13,926</u>
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The bank loan is repayable by 60 monthly instalments which commenced on 14 August 2021 with an interest rate of 2.5 % per annum.

9. Related party transactions

The directors do not receive remuneration, benefits or expenses from the charity.

10. Financial commitments

The charity had total commitments at the balance sheet date of £ 0 (2024: £48,125).

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	2025		2024	
	£	£	£	£
Turnover				
Legal Aid Agency grants		100,070		103,174
AIM receipts - private		54,110		46,375
Mediation information/assessment meeting		41,968		40,202
Government mediation support		49,710		52,139
Court forms receipts		2,025		1,875
Bank interest receivable		741		609
		<u>248,624</u>		<u>244,374</u>
Resources Expended				
Staff costs	106,303		101,962	
AIM mediation fees and expenses	46,550		44,349	
MIAM assessment claims	37,095		39,010	
Software/website depreciation	1,000		2,088	
North Street expenses	23,694		29,770	
Book-keeping services	4,759		3,899	
Training costs	1,917		-	
Insurance	588		561	
Computer and communications costs	7,041		4,565	
Subscriptions	3,144		2,855	
Bank charges	2,716		2,902	
Sundry expenses	896		450	
Bank loan interest	492		739	
Accountancy charges	1,950		1,650	
Depreciation	916		1,122	
		<u>(239,061)</u>		<u>(235,922)</u>
Net income over expenditure for the year		<u>£ 9,563</u>		<u>£ 8,452</u>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

England & Wales - Charity number 1067128

Accounts

COMPANY NUMBER: 3008942

CHARITY REGISTERED NUMBER: 1067128

SOUTH EAST LONDON FAMILY MEDIATION BUREAU
DIRECTORS' AND TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

KEMPTON EMSDEN & CO.
CHARTERED ACCOUNTANTS
34 NAPIER ROAD
BROMLEY
KENT
BR2 9JA

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: 3008942

Registered Charity Number: 1067128

Chairman: Mr Stephen Hodges

Treasurer: Mrs Georgia Jones

Directors: Mr Stephen Hodges
Mr David Ely J.P MBA Banking
Mr Michael Carpenter - resigned 3.5.23
Mrs Georgia Jones
Mrs Pauline Pierce

Secretary: Mr Stephan Smith

Registered Office: The Stables,
1 North Street,
Bromley, Kent
BR1 1SD

Accountants: Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
Bromley
Kent
BR2 9JA

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

FOR THE YEAR ENDED 31 MARCH 2024

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SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

Governing document

The organisation is a charitable company, limited by guarantee, and is governed by its Memorandum and Articles of Association dated 30th November 1994.

The company has to comply with the Companies Act 2006 and related SORP.

Organisation and Management

The day to day management of the South East London Family Mediation Bureau is the responsibility of the Service Manager.

The South East London Family Mediation Bureau has five Trustees (one of which is the Chair) and the Company Secretary. Michael Carpenter resigned in May 2023. We were very grateful for the time and support Michael provided during his many years on the board.

An Executive Committee consists of the five Trustees, Company Secretary, Service Manager and other individuals experienced in family dispute matters. The Executive meets four times a year including the Annual General Meeting, usually held in October. The Chair of the Bureau is Chair of the Executive Committee.

The Finance and General Purposes Committee is made up of at least six members of the Executive Committee, including the Chair, Company Secretary and the Service Manager. It is chaired by a trustee who is not chair of the Executive Committee. It meets 4-6 times a year, ordinarily two weeks before the Executive Committee. It works closely with the Service Manager to oversee the administration and finances of the bureau. It makes recommendations to the Executive Committee.

The full Executive Committee has met in a combination of Zoom and face to face meetings and has been kept informed by minutes of the Finance and General Purposes Committee.

The bureau is fortunate to have Her Honour Judge Catherine Moore, from the Maidstone Family Court, as its President. She replaced His Honour Judge Atkins following his retirement. Her Honour presides over the Annual General Meeting and is aware of bureau activities by receiving minutes of meetings and volume and financial data.

Meeting minutes are recorded and made available to all committee members.

Risk Policy

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen those risks.

Objectives and Activities

The company was established firstly, to provide a mediation service to separated parents who are in dispute over contact and residence arrangements for their children and secondly, to facilitate the settlement of differences arising from family breakdown in relation to financial and property matters and the like.

Achievements and Performance

After the COVID pandemic the number of clients attending office appointments has slowly increased during the year. The use of Zoom for MIAMS and mediation sessions has continued. This is effective and more convenient for many clients and has widened our catchment area.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

The £50,000 Bounce Back Loan from our NatWest on which we commenced repayments in August 2021 and has reduced to £24,088. We have not used any the loan but see it as a reserve for further extraordinary events.

The Government Voucher Scheme commenced in May 2021. A family can apply for a contribution of up to £500 including VAT towards the cost of the mediation process. This assists families who do not qualify for Legal Aid. We utilised £52,139 excluding VAT during the financial year compared to £38,406 last year.

During the financial year Private income rose from £82,781 to £88,452 (7% increase). Voucher Scheme income rose from £38,406 to £52,139 (36% increase).

There has also been a small decrease in clients who qualify for legal aid funding. Last year we used £110,450 legal aid funding, this year £103,174 (7% decrease).

The Service Manager continues to spend considerable effort on staffing and systems issues. We have a staff complement of 5; and a case management system which enables the mediators and office team to work efficiently either remotely or in the office. We use the services of eight independent session mediators.

Financial Review

Total income of **£244,374** and expenses of **£235,922** gave a surplus of **£8,452**; the directors had expected a flat year. The board is pleased with the annual result.

We had net funds (excluding vat) from the following sources this year:

- The FMC/MOJ Voucher Scheme £52,139; making up to £500 available to each family for mediation;
- Legal Aid funding £103,174;
- Private Clients business £88,452;
- Government backed Bounce Back Loan £50,000 at 2.5% to be repaid over 6 years; monthly repayments of £887.37 commenced in August 2021 with the outstanding loan of £24,088 at year end. We earn 1.46% interest on the balance.

We note changes in expenses during this and the following year including:

- Maintained reduced NFM subscription £1,500 (from £3,000) per annum;
- Increased premises rental of £1,500 per annum to £16,500;
- Energy costs have stabilised at a lower level than expected;
- Computer support continues on a time used basis rather than a fixed monthly fee. Our cloud based systems have reduced the need for the level of support which was previously required.

Excess funds and residual loan funds are kept on deposit with our bank at 1.46%.

Due to the Cost-of-Living impact, the board agreed a 5% increase in salaries for administration staff effective April 2023. This added £6,000 to expenses. Following a review of the market we also increased MIAMs fees from £78.00 to £90.00 from April 2023, generating £6,000 additional income to offset the cost of the salary increases. The new MIAM fee of £90.00 is at the lower to mid-point of the market. We continue to review market rates relative to our own fee schedule.

Plans for Next Year

Plans for 2024-25 are to continue actions taken last year.

We will continue to concentrate on tight cash management with monthly projections to the Finance and General Purposes Committee. Minutes of those meetings will be shared with the full Executive Committee.

The use of ZOOM for both MIAMs and Mediations widens our catchment area. The demand for office appointments has risen through the year and we expect this trend to continue. We will continue to offer clients the choice of office or ZOOM appointments for both MIAMs and mediation sessions.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

We continue to capitalise on our excellent staff and the case management system enabling the mediators and the administration team to work more efficiently from either home or the office.

The outstanding NatWest Bounce Back Loan of £24,088 will provide a cushion for any further economic impacts. Monthly repayments of £887.37 started in August 2021 and we review the need to maintain this facility on an annual basis.

The Voucher Scheme has been extended to March 2025. We will continue to utilise this Government backed scheme where clients can apply for up to £500 towards mediation costs. We charge clients a reduced fee and claim back up to £500 from the Ministry of Justice. We note that more administrative effort is involved in this scheme which may result in a requirement for more administrative support. This will be closely monitored.

We are aware of a possible need to relocate our offices and are in discussion with the landlord.

We will review the possibility of a full time Professional Practice Manager role combined with a self-funding training element to start in the second quarter.

We are conscious that changes in meeting frequency, location, attendance and structure was changed due to the pandemic. We have continued with a focus on F&GP meetings which effectively have acted as an executive committee. We believe it would be prudent to look at meeting structure, frequency and attendance as part of formal review, during the coming financial year, into how we operate the charity.

The Trustees are grateful to the mediators for their unceasing loyalty and continuing ability to accommodate new ways of working, the administration team for their tireless efforts in continuing challenging times and the Executive and Finance and General Purposes Committees for their guidance and support throughout the year. We know there will always be other challenges in the coming years, particularly the ongoing impact of energy costs, location issues and the cost of living on families. We are confident that the combined efforts of all involved will see us continue to grow and prosper.

We have an excellent administration team and mediator group which continue to rise to challenges.

We anticipate a flat financial year for 2024-25 and will continue tight monitoring of expenses and income.

Over the last 5 financial years have had surpluses of £9,100; £22,300; £27,300; £1,914; and £8,452. This gives us confidence that with our excellent management, mediators and staff we have a secure future ahead of us.

Trustees' responsibilities in relation to the financial statements

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of directors and trustees on 4 December 2024 and signed on its behalf.

.....
STEPHAN SMITH - Secretary

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SOUTH EAST LONDON FAMILY MEDIATION BUREAU

FOR THE YEAR ENDED 31 MARCH 2024

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 6 to 14

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

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 (FRS102).

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.

.....
Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
Bromley
Kent
BR2 9JA

Dated: 4 December 2024

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2024

	Unrestricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Income and endowments from:			
Charitable activities	243,765	243,765	231,798
Investments	609	609	12
Total income and endowments	<u>244,374</u>	<u>244,374</u>	<u>231,810</u>
Expenditure on:			
Charitable activities	85,447	85,447	89,417
Other	150,475	150,475	140,479
Total resources expended	<u>235,922</u>	<u>235,922</u>	<u>229,896</u>
Net movement in funds	8,452	8,452	1,914
Total funds brought forward	£ 42,337	£ 42,337	40,423
Total funds carried forward	<u>£ 50,789</u>	<u>£ 50,789</u>	<u>£ 42,337</u>

All income and expenditure derive from continuing activities.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

DETAILED ANALYSIS OF MOVEMENTS IN FUNDS

FOR THE YEAR ENDED 31 MARCH 2024

	2024		2023	
	£	£	£	£
General Fund				
General Fund - opening balance	42,337		40,423	
Surplus for the year	8,452		1,753	
Transfer from National Lottery Community Fund	-		161	
	<hr/>	50,789	<hr/>	42,337
Total funds at 31 March 2024		<u>£50,789</u>		<u>£42,337</u>

COMPANY NUMBER: 3008942

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

BALANCE SHEET

AT 31 MARCH 2024

	Note	2024		2023	
		£	£	£	£
Tangible fixed assets					
Tangible assets	7		4,776		4,754
Current assets					
Debtors	8	24,694		21,761	
Bank accounts		68,897		80,574	
		<u>93,591</u>		<u>102,335</u>	
Creditors					
Amounts falling due within one year	9	<u>33,652</u>		<u>40,665</u>	
Net current assets			<u>59,939</u>		<u>61,670</u>
Total assets less current liabilities			<u>64,715</u>		<u>66,424</u>
Creditors					
Amounts falling due after more than one year	9		<u>(13,926)</u>		<u>(24,087)</u>
Net assets			<u>£ 50,789</u>		<u>£ 42,337</u>
Capital funds					
Unrestricted funds			<u>50,789</u>		<u>42,337</u>
Total funds			<u>£ 50,789</u>		<u>£ 42,337</u>

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

Directors' responsibilities:

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006). Approved by the trustees on 4 December 2024 and signed on their behalf.

.....
S. HODGES - Director

The annexed notes form part of these financial statements.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1. **Accounting policies**

The financial statements have been prepared in accordance with 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 (FRS102) issued in October 2019, (Charities SORP (FRS 102)), the Charities Act 2011 and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared on a going concern basis under the historical convention (modified to include certain items at fair value). The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years unless otherwise stated.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and it is probable that the income will be received.

Income from charitable activities is received in exchange for supplying mediation services and is recognised when entitlement has occurred.

Income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable the income will be received and the amount can be measured reliably. If entitlement has not been met at the balance sheet date, the income is deferred.

Investment income is earned through the holding of bank deposits.

Resources expended

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

Expenditure is recognised where there is a legal obligation to make payments to third parties, it is probable settlement will be required and the amount of the obligation can be measured reliably.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

Turnover

Turnover represents grants and fees receivable by the Company in the course of its work.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation and impairment. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	- 33% per annum reducing balance
Mediation software	- 33% per annum straight line
Office equipment	- 20% per annum reducing balance

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees to further the objectives of the charity.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of restricted funds are set out in the notes to the financial statements.

Leasing

Rentals payable under operating leases are charged to the income and expenditure account on a straight line basis over the period of the lease.

Pension costs

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

Debtors

Known bad debts are written off and provision is made for any debtors considered to be doubtful.

Financial instruments

The charity has financial assets and liabilities that qualify as basic financial instruments. Basic financial instruments are initially recognised at cost and subsequently measured at amortised cost using the effective interest method.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

2. **Income**

	Unrestricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Charitable activities			
Legal Aid Agency grants	103,174	103,174	110,450
AIM receipts - private	46,375	46,375	44,105
Mediation information/assessment meeting	40,202	40,202	36,266
Government mediation support	52,139	52,139	38,406
Court forms receipts	1,875	1,875	2,410
Grant income	-	-	161
	<u>243,765</u>	<u>243,765</u>	<u>231,798</u>
Investment income			
Bank interest receivable	609	609	12
	<u>609</u>	<u>609</u>	<u>12</u>

3. **Expenditure on charitable activities**

	2024 £	2024 £	2023 £
AIM mediation fees and expenses	44,349		44,962
MIAM assessment claims	39,010		41,398
Software/website depreciation	2,088		3,057
		<u>85,447</u>	<u>89,417</u>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

4.	Other costs	2024	2024	2023
		£	£	£
	North Street expenses	29,770		24,724
	Book-keeping services	3,899		3,723
	Insurance	561		1,170
	Computer and communications costs	4,565		8,102
	Subscriptions	2,855		2,778
	Bank charges	2,902		2,561
	Sundry expenses	450		969
	Bank loan interest	739		981
	Staff advertising	-		245
	Staff salaries	96,950		88,045
	Employer's NIC	2,103		1,497
	Employer's pension contributions	2,909		2,500
	Depreciation	1,122		1,541
	Loss on disposal of fixed assets	-		123
	Accountancy	1,650		1,520
		<hr/>		<hr/>
			150,475	140,479
			<hr/> <hr/>	<hr/> <hr/>
5.	Surplus before tax		2024	2023
			£	£
	This is stated after charging:			
	Accountancy		1,650	1,520
	Depreciation of owned assets		1,122	1,541
	Loss on disposal of fixed assets		-	123
	Pension costs		2,909	2,500
			<hr/> <hr/>	<hr/> <hr/>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

6. **Staff costs**

The average number of persons employed by the company during the year was as follows:

	2024	2023
Administration	5	5

The aggregate payroll costs of these persons were as follows:

	2024	2023
	£	£
Wages and salaries	96,950	88,045
Social security	2,103	1,497
Other pension costs	2,909	2,500
	<u>£101,962</u>	<u>£ 92,042</u>

7. **Tangible fixed assets**

	Office Equipment £
Cost:	
At 1 April 2023	19,030
Additions	3,232
At 31 March 2024	<u>22,262</u>
Depreciation:	
At 1 April 2023	14,276
Charge for the year	3,210
At 31 March 2024	<u>17,486</u>
Net book value:	
At 31 March 2024	<u>£ 4,776</u>
At 31 March 2023	<u>£ 4,754</u>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

8. Debtors and prepayments

Amounts falling due within one year:

	2024	2023
	£	£
Other debtors	21,854	19,619
Prepayments	2,840	2,142
	<u>£24,694</u>	<u>£21,761</u>
	<u>=====</u>	<u>=====</u>

9. Creditors

Amounts falling due within one year:-

	2024	2023
	£	£
Bank loan	10,162	9,911
Sundry creditors	7,154	8,507
VAT liability	13,236	15,450
PAYE and NIC	1,449	1,678
Accruals and deferred income	1,651	5,119
	<u>£33,652</u>	<u>£40,665</u>
	<u>=====</u>	<u>=====</u>

Amounts falling due after more than one year:-

Bank loan	<u>£ 13,926</u>	<u>£ 24,087</u>
	<u>=====</u>	<u>=====</u>

The bank loan is repayable by 60 monthly instalments which commenced on 14 August 2021 with an interest rate of 2.5 % per annum.

10. Related party transactions

The directors do not receive remuneration, benefits or expenses from the charity.

11. Financial commitments

The charity had total commitments at the balance sheet date of £48,125 (2023: £64,625), payable by monthly instalments within five years.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	2024		2023	
	£	£	£	£
Turnover				
Legal Aid Agency grants		103,174		110,450
AIM receipts - private		46,375		44,105
Mediation information/assessment meeting		40,202		36,266
Government mediation support		52,139		38,406
Court forms receipts		1,875		2,410
Grant income		-		161
Bank interest receivable		609		12
		<hr/>		<hr/>
		244,374		231,810
 Resources Expended				
Staff costs	101,962		92,042	
AIM mediation fees and expenses	44,349		44,962	
MIAM assessment claims	39,010		41,398	
Software/website depreciation	2,088		3,057	
North Street expenses	29,770		24,724	
Book-keeping services	3,899		3,723	
Insurance	561		1,170	
Computer and communications costs	4,565		8,102	
Subscriptions	2,855		2,778	
Bank charges	2,902		2,561	
Sundry expenses	450		969	
Bank loan interest	739		981	
Staff advertising	-		245	
Accountancy charges	1,650		1,520	
Depreciation	1,122		1,664	
		<hr/>		<hr/>
		(235,922)		(229,896)
 Net income over expenditure for the year		<hr/> <hr/>		<hr/> <hr/>
		£ 8,452		£ 1,914

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

England & Wales - Charity number 1067128

Accounts

COMPANIES HOUSE NUMBER: 3008942

CHARITY REGISTERED NUMBER: 1067128

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

DIRECTORS' AND TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

KEMPTON EMSDEN & CO.
CHARTERED ACCOUNTANTS
34 NAPIER ROAD
BROMLEY
KENT
BR2 9JA

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: 3008942

Registered Charity Number: 1067128

Chairman: Mr Stephen Hodges

Treasurer: Mrs Georgia Jones

Directors: Mr Stephen Hodges
Mr David Ely J.P MBA Banking
Mr Michael Carpenter - resigned 3.5.2023
Mrs Pauline Pierce
Mrs Georgia Jones

Secretary: Mr Stephan Smith

Registered Office: The Stables,
1 North Street,
Bromley, Kent
BR1 1SD

Accountants: Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
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SOUTH EAST LONDON FAMILY MEDIATION BUREAU

FOR THE YEAR ENDED 31 MARCH 2023

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SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

Governing document

The organisation is a charitable company, limited by guarantee, and governed by its Memorandum and Articles of Association dated 30 November 1994.

The company has to comply with the Companies Act 2006 and related SORP.

Organisation

The day to day management of the South East London Family Mediation Bureau is the responsibility of the Service Manager.

The South East London Family Mediation Bureau has five Trustees (one of which is the Chair) and a Company Secretary. Michael Carpenter has informed the board of his intention to resign in May 2023. The board will seek a replacement director. We are very grateful for the time and support Michael has provided during his many years on the board.

An Executive Committee consists of the five Trustees, Company Secretary, Service Manager and other individuals experienced in family dispute matters. The Executive meets four times a year including the Annual General Meeting, usually held in October. The Chair of the Bureau is Chair of the Executive Committee.

The Finance and General Purposes Committee is made up of at least four members of the Executive Committee, including the Chair, Company Secretary and the Service Manager. It is chaired by a trustee who is not chair of the Executive Committee. It meets 4-6 times a year, ordinarily two weeks before the Executive Committee. It works closely with the Service Manager to oversee the administration and finances of the bureau. It makes recommendations to the Executive Committee.

Due to the overhang of pandemic the full Executive Committee has met in a combination of Zoom and face to face meetings this year and has been kept informed by minutes of the Finance and General Purposes Committee.

The bureau is fortunate to have had His Honour Judge Atkins, from the Croydon Family Court, as its President for a number of years. He presides over the Annual General Meeting and is aware of bureau activities by receiving minutes of meetings and volume and financial data. He has informed us that he retired from court during the course of the year. We are fortunate to have the nomination of Her Honour Judge Kathryn Major (Croydon Family Court) as his replacement.

Meeting minutes are recorded and made available to all committee members.

Risk Policy

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen those risks.

Objectives and Activities

The company was established firstly, to provide a mediation service to separated parents who are in dispute over contact and residence arrangements for their children and secondly, to facilitate the settlement of differences arising from family breakdown in relation to financial and property matters and the like.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and Performance

Although this financial year has continued to be affected by the COVID pandemic the number of clients attending office appointments has increased during the course of the year. The use of Zoom for MIAMS and mediation sessions has continued. This has proved to be effective and more convenient for many clients and has widened the catchment area for clients.

The £50,000 Bounce Back Loan from NatWest Bank on which we commenced repayments in August 2021, has reduced to £33,998. We have not used any the loan but see it as a reserve for further extraordinary events.

The "Voucher Scheme" administered by the Family Mediation Council (FMC) on behalf of the Ministry of Justice (MOJ) commenced in May 2021. A family can apply for up to a contribution of £500 including vat towards the cost of the mediation process. This assists families who do not qualify for Legal Aid funding. We utilised £38,406 excluding vat during the financial year.

During the course of the financial year ending 31st March 2023 Private income fell from £97,416 to £82,781 (15% decrease) largely due to the use of the Voucher Scheme which contributes towards the cost of private mediation sessions. Voucher Scheme income rose from £29,946 to £38,406 (a 28% increase).

There has also been a maintained increase in clients who qualify for legal aid funding due to the ongoing impact of the pandemic. Last year we used £112,842 in legal aid funding. This financial year it is £110,450 (a 2% decrease).

During the year we processed 1323 MIAMS, 317 first mediation sessions and 253 subsequent mediation sessions.

The Service Manager has spent considerable effort on staffing and systems issues. We have a staff complement of 5; a new case management system enabling the mediators and office team to work more efficiently working remotely or in the office. We use the services of seven independent session mediators.

A new website has been developed at a cost of £3,000 and we can now control updates ourselves rather than rely on external vendor support.

Financial Review

Net income of **£231,810** and expenses of **£229,896** gave a surplus of **£1,914**; the directors had expected no surplus or loss this year. We note overall income is down by £16,000 on the previous record year. The board is pleased with the annual result.

We had net funds (excluding vat) from the following sources this year:

- The FMC/MOJ Voucher Scheme £38,406; making up to £500 available to each family for mediation;
- Legal Aid funding £110,450;
- Private Clients business £82,781;
- Government backed Bounce Back Loan £50,000 at 2.5% to be repaid over 6 years; monthly repayments of £887.37 commenced August 2021 with outstanding loan of £33,998 at financial year end.

We note changes in expenses during this and the following year including:

- Maintained reduced NFM subscription £1,500 (from £3,000) per annum;
- Increased rental of £1,500 per annum;
- Energy costs increased adding £5,000 to expenses;
- Computer support is now on a time used basis rather than a fixed monthly fee. Our cloud based systems have reduced the need for the level of support which was required in previous years.

We do not hold reserves but residual loan funds are kept on deposit with our bank.

The use of ZOOM for both MIAMS and Mediations widened our catchment area during the pandemic. The demand for office appointments has risen through the year and we expect this trend to continue. We will continue to offer clients the choice of office or Zoom appointments for both MIAMS and mediation sessions.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Plans for Next Year

Plans for 2023-2024 are to continue actions taken last year.

We will continue to concentrate on tight cash management with monthly projections to the Finance and General Purposes Committee. Minutes of those meetings will be shared with the full Executive Committee.

We continue to capitalise on our excellent staff and the new case management system enabling the mediators and the administration team to work more efficiently from either home or the office.

Due to the Cost of Living impact the board has agreed a 5% increase in salaries for administration staff effective April 2023. This will add £6,000 to expenses. Following a review of the market we have also decided to increase MIAMs fees from £78.00 to £90.00 from April 2023. This will generate £6,000 additional income to offset the cost of the salary increases. The new MIAM fee of £90.00 will still be at the lower point of the market. We will continue to review market rates relative to our own fee schedules.

The outstanding NatWest Bounce Back Loan of £33,998 will provide a cushion for any further economic impacts. Monthly repayments of £887.37 started in August 2021 and we review the need to maintain this facility on an annual basis.

The Voucher Scheme has been extended to March 2025. We will continue to utilise this FMC/MOJ Government backed scheme where clients can apply for up to £500 towards mediation costs. We charge client a reduced fee and claim back up to £500 from the Ministry of Justice. We note that more administrative effort is involved in this scheme which may result in a requirement for more administrative support. This will be closely monitored.

The Trustees are grateful to the mediators for their unceasing loyalty and continuing ability to accommodate new ways of working, the administration team for their tireless efforts in challenging times and the Executive and Finance and General Purposes Committees for their guidance and support throughout the year. We know there will always be other challenges in the coming years; particularly the ongoing impact of energy costs and the cost of living situation on families. We are confident that the combined efforts of all involved will see us continue to grow and prosper.

Our excellent new administration team of Case Coordinators continues to rise to challenges.

We anticipate a flat financial year for 2023-24 and will continue tight monitoring of expenses and income.

Over the last 4 financial years have had surpluses of £9,100, £22,300, £27,300 and £1914; this gives us confidence that with our excellent management and staff we have a secure future ahead of us.

Trustees' responsibilities in relation to the financial statements

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of directors and trustees on November 2023 and signed on its behalf.

.....
STEPHAN SMITH – Secretary

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SOUTH EAST LONDON FAMILY MEDIATION BUREAU

FOR THE YEAR ENDED 31 MARCH 2023

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 6 to 15

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

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 (FRS102).

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.

.....
Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
Bromley
Kent
BR2 9JA

Dated: October 2023

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Funds £	Restricted Income Funds £	Total Funds 2023 £	Total Funds 2022 £
Income and endowments from:				
Charitable activities	231,637	161	231,798	247,523
Investments	12	-	12	-
Total income and endowments	<u>231,649</u>	<u>161</u>	<u>231,810</u>	<u>247,523</u>
Expenditure on:				
Charitable activities	89,417	-	89,417	92,825
Other	140,479	-	140,479	127,374
Total resources expended	<u>229,896</u>	<u>-</u>	<u>229,896</u>	<u>220,199</u>
Net movement in funds	<u>1,753</u>	<u>161</u>	<u>1,914</u>	<u>27,324</u>
Gross transfers between funds	161	(161)	-	-
Total funds brought forward	<u>£ 40,423</u>	<u>£ -</u>	<u>£ 40,423</u>	<u>13,099</u>
Total funds carried forward	<u>£ 42,337</u> =====	<u>£ -</u> =====	<u>£ 42,337</u> =====	<u>£ 40,423</u> =====

All income and expenditure derive from continuing activities.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

DETAILED ANALYSIS OF MOVEMENTS IN FUNDS

FOR THE YEAR ENDED 31 MARCH 2023

	2023		2022	
	£	£	£	£
General Fund				
General Fund - opening balance	40,423		13,099	
Surplus for the year	1,753		20,005	
Transfer from National Lottery Community Fund	161		7,319	
	<u> </u>	42,337	<u> </u>	40,423
National Lottery Community Fund				
Grant income	161		7,319	
Transfer to General Fund	(161)		(7,319)	
	<u> </u>	-	<u> </u>	-
Total funds at 31 March 2023		<u>£ 42,337</u> =====		<u>£ 40,423</u> =====

COMPANY NUMBER: 3008942

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

BALANCE SHEET

AT 31 MARCH 2023

	Note	2023		2022	
		£	£	£	£
Tangible fixed assets					
Tangible assets	7		4,754		6,267
Current assets					
Debtors	8	21,761		28,598	
Bank accounts		80,574		76,463	
Cash accounts		-		162	
		<u>102,335</u>		<u>105,223</u>	
Creditors					
Amounts falling due within one year	9	40,665		37,068	
		<u>40,665</u>		<u>37,068</u>	
Net current assets			61,670		68,155
Total assets less current liabilities			<u>66,424</u>		<u>74,422</u>
Creditors					
Amounts falling due after more than one year	9		(24,087)		(33,999)
			<u>(24,087)</u>		<u>(33,999)</u>
Net assets			<u>£ 42,337</u>		<u>£ 40,423</u>
			=====		=====
Capital funds					
Unrestricted funds			42,337		40,423
			<u>42,337</u>		<u>40,423</u>
Total funds			<u>£ 42,337</u>		<u>£ 40,423</u>
			=====		=====

For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

Directors' responsibilities:

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006). Approved by the trustees on November 2023 and signed on their behalf.

.....
S. HODGES Director

The annexed notes form part of these financial statements.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies

The financial statements have been prepared in accordance with 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 (FRS102) issued in October 2019, (Charities SORP (FRS 102)), the Charities Act 2011 and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared on a going concern basis under the historical convention (modified to include certain items at fair value). The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years unless otherwise stated.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and it is probable that the income will be received.

Income from charitable activities is received in exchange for supplying mediation services and is recognised when entitlement has occurred.

Income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable the income will be received and the amount can be measured reliably. If entitlement has not been met at the balance sheet date, the income is deferred.

Investment income is earned through the holding of bank deposits.

Resources expended

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

Expenditure is recognised where there is a legal obligation to make payments to third parties, it is probable settlement will be required and the amount of the obligation can be measured reliably.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

Turnover

Turnover represents grants and fees receivable by the Company in the course of its work.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation and impairment. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	- 33% per annum reducing balance
Mediation software	- 33% per annum straight line
Office equipment	- 20% per annum reducing balance

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees to further the objectives of the charity.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of restricted funds are set out in the notes to the financial statements.

Leasing

Rentals payable under operating leases are charged to the income and expenditure account on a straight line basis over the period of the lease.

Pension costs

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

Debtors

Known bad debts are written off and provision is made for any debtors considered to be doubtful.

Financial instruments

The charity has financial assets and liabilities that qualify as basic financial instruments. Basic financial instruments are initially recognised at cost and subsequently measured at amortised cost using the effective interest method.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

2. **Income**

	Unrestricted Funds 2023 £	Restricted Income Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Charitable activities				
Legal Aid Agency grants	110,450	-	110,450	112,842
AIM receipts - private	44,105	-	44,105	57,968
Mediation information/assessment meetings	36,266	-	36,266	35,973
Family Mediation Council	38,406	-	38,406	29,946
Court forms receipts	2,410	-	2,410	3,475
Grant income	-	161	161	7,319
	<hr/>	<hr/>	<hr/>	<hr/>
	231,637	161	231,798	247,523
	<hr/>	<hr/>	<hr/>	<hr/>
Investment income				
Bank interest receivable	12	-	12	-
	<hr/>	<hr/>	<hr/>	<hr/>
	12	-	12	-
	<hr/>	<hr/>	<hr/>	<hr/>

3. **Expenditure on charitable activities**

	2023 £	2023 £	2022 £
AIM mediation fees and expenses	44,962		51,325
MIAM assessment claims	41,398		38,443
Software depreciation	3,057		3,057
	<hr/>		<hr/>
		89,417	92,825
		=====	=====

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

4. Other costs			
	2023	2023	2022
	£	£	£
North Street expenses	24,724		24,196
Book-keeping services	3,723		3,724
Insurance	1,170		1,058
Computer and communications costs	8,102		6,640
Subscriptions	2,778		2,779
Bank charges	2,561		2,579
Sundry expenses	969		243
Bank loan interest	981		764
Staff advertising	245		-
Staff salaries	88,045		79,406
Employer's NIC	1,497		1,481
Employer's pension contributions	2,500		2,187
Depreciation	1,541		825
Loss on disposal of fixed assets	123		42
Accountancy	1,520		1,450
	<hr/>		<hr/>
		140,479	127,374
		=====	=====
5. Surplus before tax			
		2023	2022
		£	£
This is stated after charging:			
Accountancy		1,520	1,450
Depreciation of owned assets		1,541	825
Loss on disposal of fixed assets		123	42
Pension costs		2,500	2,187
		=====	=====

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

6. Staff costs

The average number of persons employed by the company during the year was as follows:

	2023	2022
Administration	5	5
	=====	=====

The aggregate payroll costs of these persons were as follows:

	2023	2022
	£	£
Wages and salaries	88,045	79,406
Social security	1,497	1,481
Other pension costs	2,500	2,187
	-----	-----
	£92,042	£83,074
	=====	=====

7. Tangible fixed assets

	Office Equipment £
Cost:	
At 1 April 2022	17,335
Additions	3,208
Disposals	(1,513)

At 31 March 2023	19,030

Depreciation:	
At 1 April 2022	11,068
Charge for the year	4,598
On disposals	(1,390)

At 31 March 2023	14,276

Net book value:	
At 31 March 2023	£ 4,754
	=====
At 31 March 2022	£ 6,267
	=====

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

8. Debtors and prepayments

Amounts falling due within one year:

	2023	2022
	£	£
Other debtors	19,619	28,366
Prepayments	2,142	232
	<u>£21,761</u>	<u>£28,598</u>
	=====	=====

9. Creditors

Amounts falling due within one year:-

	2023	2022
	£	£
Bank loan	9,911	9,666
Sundry creditors	8,507	8,793
VAT liability	15,450	15,125
PAYE and NIC	1,678	2,035
Accruals and deferred income	5,119	1,449
	<u>£ 40,665</u>	<u>£ 37,068</u>
	=====	=====

Amounts falling due after more than one year:-

Bank loan	£ 24,087	£ 33,999
	=====	=====

The bank loan is repayable by 60 monthly instalments which commenced on 14 August 2021 with an interest rate of 2.5 % per annum.

10. Related party transactions

The directors do not receive remuneration, benefits or expenses from the charity.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

11. Financial commitments

The charity had total commitments at the balance sheet date of £64,625 (2022: £81,125), payable by monthly instalments within five years.

12. Restricted Funds

The National Lottery Community Fund is a restricted fund raised to provide families with low or nil cost mediation at the discretion of the service manager. Usage of the funding is transferred to income on a monthly basis. The fund was fully utilised by the year end.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	2023		2022	
	£	£	£	£
Turnover				
Legal Aid Agency grants		110,450		112,842
AIM receipts - private		44,105		57,969
Mediation information/assessment meeting		36,266		35,973
Family Mediation Council		38,406		29,946
Court forms receipts		2,410		3,475
Grant income		161		7,319
Bank interest receivable		12		-
		<hr/>		<hr/>
		231,810		247,523
Resources Expended				
Staff costs - administration	92,042		83,074	
AIM mediation fees and expenses	44,962		51,325	
MIAM assessment claims	41,398		38,443	
Software depreciation	3,057		3,057	
North Street expenses	24,724		24,196	
Book-keeping services	3,723		3,724	
Insurance	1,170		1,058	
Computer and communications costs	8,102		6,640	
Subscriptions	2,778		2,779	
Bank charges	2,561		2,579	
Sundry expenses	969		243	
Bank loan interest	981		764	
Staff advertising	245		-	
Accountancy charges	1,520		1,450	
Depreciation	1,664		867	
		<hr/>		<hr/>
		(229,896)		(220,199)
Net income over expenditure for the year		<hr/>		<hr/>
		£ 1,914		£ 27,324
		=====		=====

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

England & Wales - Charity number 1067128

Accounts

COMPANIES HOUSE NUMBER:3008942

CHARITY REGISTERED NUMBER:1067128

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

DIRECTORS' AND TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

KEMPTON EMSDEN & CO.
CHARTERED ACCOUNTANTS
34 NAPIER ROAD
BROMLEY
KENT
BR2 9JA

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: 3008942

Registered Charity Number: 1067128

Chairman: Mr Stephen Hodges

Treasurer: Mrs Georgia Jones

Directors: Mr Stephen Hodges
Mr David Ely J.P MBA Banking
Mr Michael Carpenter
Mrs Pauline Pierce
Mrs Georgia Jones - appointed 17.11.21

Secretary: Mr Stephan Smith - appointed 17.11.21

Registered Office: The Stables,
1 North Street,
Bromley, Kent
BR1 1SD

Accountants: Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
Bromley
Kent
BR2 9JA

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

FOR THE YEAR ENDED 31 MARCH 2022

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SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

Governing document

The organisation is a charitable company, limited by guarantee, and is governed by its Memorandum and Articles of Association dated 30th November 1994.

The company has to comply with the Companies Act 2006 and related SORP.

Organisation and Management

The day to day management of the South East London Family Mediation Bureau is the responsibility of the Service Manager.

The South East London Family Mediation Bureau has five Trustees (one of which is the Chair) and a Company Secretary.

An Executive Committee consists of the five Trustees, Company Secretary, Service Manager and other individuals experienced in family dispute matters. The Executive meets four times a year including the Annual General Meeting, usually held in October. The Chair of the Bureau is Chair of the Executive Committee.

The Finance and General Purposes Committee is made up of at least six members of the Executive Committee, including the Chair, Company Secretary and the Service Manager. It is chaired by a trustee who is not chair of the Executive Committee. It meets 4-6 times a year, ordinarily two weeks before the Executive Committee. It works closely with the Service Manager to oversee the administration and finances of the bureau. It makes recommendations to the Executive Committee.

Due to the overhang of pandemic the full Executive Committee has not met face to face this year but has been kept informed by minutes of the Finance and General Purposes Committee.

The bureau is fortunate to have His Honour Judge Atkins, from the Croydon Family Court, as its President. He presides over the Annual General Meeting and is kept aware of bureau activities by receiving minutes of meetings and regular volume and financial summaries.

Meeting minutes are recorded and made available to all committee members.

Risk Policy

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen those risks.

Objectives and Activities

The company was established firstly, to provide a mediation service to separated parents who are in dispute over contact and residence arrangements for their children and secondly, to facilitate the settlement of differences arising from family breakdown in relation to financial and property matters and the like.

Achievements and Performance

Although this financial year has continued to be affected by the COVID pandemic the number of clients attending office appointments has increased during the course of the year. The use of Zoom for MIAMS and mediation sessions has continued. This has proved to be effective and more convenient for many clients and has widened the catchment area for clients.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Last year we obtained a £50,000 Bounce Back Loan from our Bank and commenced repayments in August 2021 and by the financial year end had reduced the debt to £43,665. We have not used any the loan but see it as a reserve for further extraordinary events. We used the residual £7,319 of our National Lottery grants.

A new "Voucher Scheme" administered by the Family Mediation Council (FMC) on behalf of the Ministry of Justice (MOJ) commenced in May 2021. A family can apply for up to a contribution of £500 including vat towards the cost of the mediation process. This assists families who do not qualify for Legal Aid funding. We utilised £29,946 excluding vat during the financial year.

During the course of the financial year ending 31st March 2022 we undertook each month an average of 106 Mediation Information and Assessment Meetings (MIAMs) and 52 Mediation sessions. Private income fell from £12,020 per average month to £7480 (a 38% decrease) largely due to the use of the Voucher Scheme which contributes towards the cost of private mediation sessions.

There has also been a marked increase in clients who qualify for legal aid funding due to the ongoing impact of the pandemic. Last year we used £76,106 in legal aid funding. This financial year it is £112,842 (a 48% increase).

The Service Manager has spent considerable effort on staffing and systems issues. We now have a staff complement of 5; a new case management system enabling the mediators and office team to work more efficiently whether working remotely or in the office. We used the services of eight independent session mediators.

Financial Review

Income of £247,523 and expenses of £220,199 gave a surplus of £27,324; the directors expected a surplus closer to £15,000 but increases in cases which qualified for Legal Aid and the implementation of the FMC/MOJ Voucher Scheme led an increase in overall business and additional surplus. Including vat we reached a new threshold of £296,645 turnover and would have reached over £300,000 but some Voucher cases could not be claimed within the financial year in which we initially provided the service.

We had net funds (excluding vat) from the following sources this year:

- Residual £7,319 of the Second National Lottery Grant (February 2021) for Low or Zero Cost mediation for families affected by the pandemic;
- The FMC/MOJ Voucher Scheme £29,946; making up to £500 available to each family for mediation;
- Legal Aid funding £112,842;
- Private Clients business £97,416;
- Government backed Bounce Back Loan £50,000 at 2.5% to be repaid over 6 years; monthly repayments of £887.37 commenced August 2021 with outstanding loan of £43,665 at financial year end.

We anticipate changes in expenses during the following year including:

- Maintained reduced NFM subscription £1,500 (from £3,000) per annum;
- Increased rental of £1,500 per annum;
- Energy costs of up 300%, adding £6,000 to expense base.

We do not hold reserves but residual loan funds are kept on deposit with our bank.

Plans for Next Year

Plans for 2022-2023 are to continue actions taken last year.

We will continue to concentrate on tight cash management with monthly projections to the Finance and General Purposes Committee. Minutes of those meetings will be shared with the full Executive Committee and we expect to restart face to face meetings on a more regular basis.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The use of ZOOM for both MIAMs and Mediations widened our catchment area during the pandemic. The demand for office appointments has risen through the year with the easing of COVID restrictions and we expect this trend to continue. We will continue to offer clients the choice of office or Zoom appointments for both MIAMS and mediation sessions.

We continue to capitalise on our excellent staff and the new case management system enabling the mediators and the administration team to work more efficiently from either home or the office.

The NatWest Bounce Back Loan of £50,000 will provide a cushion for any further economic impacts. Repayments started in August 2021 and we review the need to maintain this facility on an annual basis.

The Voucher Scheme has been extended to March 2023. We will continue to utilise this FMC/MOJ Government backed scheme where clients can apply for up to £500 towards mediation costs. We charge client a reduced fee and claim back up to £500 from the Ministry of Justice. We note that more administrative effort is involved in this scheme which may result in a requirement for more administrative support. This will be closely monitored.

The Trustees are grateful to the mediators for their unceasing loyalty and continuing ability to accommodate new ways of working, the administration team for their tireless efforts in challenging times and conditions and the Executive and Finance and General Purposes Committees for their guidance and support throughout the year. We know there will always be other challenges in the coming years; particularly the impact of energy costs and the cost of living situation on families. We are confident that the combined efforts of all involved will see us continue to grow and prosper.

We have excellent new administration team which continues to rise to challenges.

Over the last three financial years have had surpluses of £9,100, £22,300 and £27,300; this gives us confidence that with our excellent management and staff we have a secure future ahead of us.

Trustees' responsibilities in relation to the financial statements

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of directors and trustees on the 6 December 2022 and signed on its behalf.

.....
DAVID ELY - Director

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SOUTH EAST LONDON FAMILY MEDIATION BUREAU

FOR THE YEAR ENDED 31 MARCH 2022

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 5 to 15.

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

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 (FRS102).

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.

.....
Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
Bromley
Kent
BR2 9JA

Dated: 6 December 2022

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

	Unrestricted Funds £	Restricted Income Funds £	Total Funds 2022 £	Total Funds 2021 £
Income and endowments from:				
Charitable activities	240,204	7,319	247,523	188,414
Investments	-	-	-	3
Other income	-	-	-	16,602
Total income and endowments	<u>240,204</u>	<u>7,319</u>	<u>247,523</u>	<u>205,019</u>
Expenditure on:				
Charitable activities	92,825	-	92,825	69,754
Other	127,374	-	127,374	112,973
Total resources expended	<u>220,199</u>	<u>-</u>	<u>220,199</u>	<u>182,727</u>
Net movement in funds	<u>20,005</u>	<u>7,319</u>	<u>27,324</u>	<u>22,292</u>
Gross transfers between funds	7,319	(7,319)	-	-
Total funds brought forward	<u>£ 13,099</u>	<u>£ -</u>	<u>£ 13,099</u>	<u>(9,193)</u>
Total funds carried forward	<u>£ 40,423</u> =====	<u>£ -</u> =====	<u>£ 40,423</u> =====	<u>£ 13,099</u> =====

All income and expenditure derive from continuing activities.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

DETAILED ANALYSIS OF MOVEMENTS IN FUNDS

FOR THE YEAR ENDED 31 MARCH 2022

	2022		2021	
	£	£	£	£
General Fund				
General Fund - opening balance	13,099		(9,193)	
Surplus for the year	20,005		10,272	
Transfer from National Lottery Community Fund	7,319		12,020	
	<hr/>		<hr/>	
		40,423		13,099
National Lottery Community Fund				
Grant income	7,319		12,020	
Transfer to General Fund	(7,319)		(12,020)	
	<hr/>		<hr/>	
		-		-
Total funds at 31 March 2022		<hr/>		<hr/>
		£ 40,423		£ 13,099
		=====		=====

COMPANY NUMBER: 3008942

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

BALANCE SHEET

AT 31 MARCH 2022

	Note	2022		2021	
		£	£	£	£
Tangible fixed assets					
Tangible assets	7		6,267		6,026
Current assets					
Debtors	8	28,598		29,784	
Bank accounts		76,463		65,920	
Cash accounts		162		162	
		<u>105,223</u>		<u>95,866</u>	
Creditors					
Amounts falling due within one year	9	37,068		45,104	
Net current assets			<u>68,155</u>		<u>50,762</u>
Total assets less current liabilities			<u>74,422</u>		<u>56,788</u>
Creditors					
Amounts falling due after more than one year	9		(33,999)		(43,689)
Net assets			<u>£ 40,423</u>		<u>£ 13,099</u>
			=====		=====
Capital funds					
Unrestricted funds			40,423		13,099
Total funds			<u>£ 40,423</u>		<u>£ 13,099</u>
			=====		=====

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

Directors' responsibilities:

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006). Approved by the trustees on 6 December 2022 and signed on their behalf.

.....
S. HODGES Director

The annexed notes form part of these financial statements.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1. **Accounting policies**

The financial statements have been prepared in accordance with 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 (FRS102) issued in October 2019, (Charities SORP FRS102)) and the Companies Act 2006 and Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared on a going concern basis under the historical convention (modified to include certain items at fair value). The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years unless otherwise stated.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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

Turnover

Turnover represents grants and fees receivable by the Company in the course of its work.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation and impairment. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	- 33% per annum reducing balance
Mediation software	- 33% per annum straight line
Office equipment	- 20% per annum reducing balance

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees for particular purposes. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of restricted funds are set out in the notes to the financial statements.

Leasing

Rentals payable under operating leases are charged to the income and expenditure account on a straight line basis over the period of the lease.

Pension costs

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

Grants received

Grants are recognised at fair value, and as income when the charity has complied with the conditions attaching to them. Grants received before the revenue recognition criteria are satisfied are recognised as a liability.

Debtors

Known bad debts are written off and provision is made for any debtors considered to be doubtful.

Financial instruments

The charity has financial assets and liabilities that qualify as basic financial instruments. Basic financial instruments are initially recognised at cost and subsequently measured at amortised cost using the effective interest method.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

2. **Income**

	Unrestricted Funds 2022 £	Restricted Income Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Charitable activities				
Legal Aid Agency grants	112,842	-	112,842	76,106
AIM receipts - private	19,151	-	19,151	22,329
Mediation information/assessment meetings	35,973	-	35,973	33,000
Child issues mediation clients	11,235	-	11,235	12,096
Property and finance receipts	27,582	-	27,582	29,398
Family Mediation Council	29,946	-	29,946	-
Court forms receipts	3,475	-	3,475	3,385
Mediation experience receipts	-	-	-	80
Grant income	-	7,319	7,319	12,020
	<hr/>	<hr/>	<hr/>	<hr/>
	240,204	7,319	247,523	188,414
Investment income				
Bank interest receivable	-	-	-	3
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	3
Other income				
Covid Job Retention Scheme grants	-	-	-	6,602
Local authority grant	-	-	-	10,000
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	16,602
	<hr/>	<hr/>	<hr/>	<hr/>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

3. Expenditure on charitable activities	2022	2022	2021
	£	£	£
AIM mediation fees and expenses	51,325		35,682
MIAM assessment claims	38,443		31,516
Software depreciation	3,057		1,970
Software training	-		550
Other mediation costs	-		36
	<hr/>		<hr/>
		92,825	69,754
		<hr/>	<hr/>
4. Other costs	2022	2022	2021
	£	£	£
North Street expenses	25,863		18,624
Book-keeping services	3,724		3,421
Insurance	1,058		1,050
Computer maintenance	4,973		6,323
Subscriptions	2,779		1,634
Bank charges	2,579		1,797
Sundry expenses	243		985
Bank loan interest	764		-
Staff salaries	79,406		73,494
Employer's NIC	1,481		1,308
Employer's pension contributions	2,187		2,054
Depreciation	825		833
Loss on disposal of fixed assets	42		50
Accountancy	1,450		1,400
	<hr/>		<hr/>
		127,374	112,973
		<hr/>	<hr/>
5. Surplus before tax		2022	2021
		£	£
This is stated after charging:			
Accountancy		1,450	1,400
Depreciation of owned assets		825	833
Loss on disposal of fixed assets		42	50
Pension costs		2,187	2,054
		<hr/>	<hr/>
		<hr/>	<hr/>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

6. Staff costs

The average number of persons employed by the company, including directors, during the year was as follows:

	2022	2021
Administration	5	5
	=====	=====

The aggregate payroll costs of these persons were as follows:

	2022	2021
	£	£
Wages and salaries	79,406	73,494
Social security	1,481	1,308
Other pension costs	2,187	2,054
	-----	-----
	£83,074	£76,856
	=====	=====

7. Tangible fixed assets

	Fixtures and Fittings £
Cost:	
At 1 April 2021	13,970
Additions	4,165
Disposals	(800)

At 31 March 2022	17,335

Depreciation:	
At 1 April 2021	7,944
Charge for the year	3,882
On disposals	(758)

At 31 March 2022	11,068

Net book value:	
At 31 March 2022	£ 6,267
	=====
At 31 March 2021	£ 6,026
	=====

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

8. Debtors and prepayments

Amounts falling due within one year:

	2022	2021
	£	£
Other debtors	28,366	25,130
Prepayments	232	4,654
	<u>£28,598</u>	<u>£29,784</u>
	=====	=====

9. Creditors

Amounts falling due within one year:-

	2022	2021
	£	£
Bank loan	9,666	6,311
Sundry creditors	8,793	21,803
VAT liability	15,125	13,686
PAYE and NIC	2,035	1,703
Accruals and deferred income	1,449	1,601
	<u>£ 37,068</u>	<u>£ 45,104</u>
	=====	=====

Amounts falling due after more than one year:-

Bank loan	£ 33,999	£ 43,689
	=====	=====

The bank loan is repayable by 60 monthly instalments which commenced on 14 August 2021 with an interest rate of 2.5 % per annum.

10. Related party transactions

The directors do not receive remuneration, benefits or expenses from the charity.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

11. **Financial commitments**

The charity had total commitments at the balance sheet date of £81,125 (2021: £13,750), payable by monthly instalments within five years.

12. **Restricted Funds**

The National Lottery Community Fund is a restricted fund raised to provide families with low or nil cost mediation at the discretion of the service manager. Usage of the funding is transferred to income on a monthly basis and the remaining grant balance is included in creditors.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	2022		2021	
	£	£	£	£
Turnover				
Legal Aid Agency grants		112,842		76,106
AIM receipts - private		19,151		22,329
Mediation information/assessment meetings		35,973		33,000
Child issues mediation clients		11,235		12,096
Property and finance receipts		27,582		29,398
Family Mediation Council		29,946		-
Court forms receipts		3,475		3,385
Mediation experience receipts		-		80
Bank interest receivable		-		3
Covid Job Retention Scheme grants		-		6,602
Local authority grant		-		10,000
		<hr/>		<hr/>
		240,204		192,999
 Resources Expended				
Staff costs	83,074		76,856	
AIM mediation fees and expenses	51,325		35,682	
MIAM assessment claims	38,443		31,516	
Software depreciation	3,057		1,970	
Software training	-		550	
Other mediation costs	-		36	
North Street expenses	25,863		18,624	
Book-keeping services	3,724		3,421	
Insurance	1,058		1,050	
Computer maintenance	4,973		6,323	
Subscriptions	2,779		1,634	
Bank charges	2,579		1,797	
Sundry expenses	243		985	
Bank loan interest	764		-	
Accountancy charges	1,450		1,400	
Depreciation	867		883	
		<hr/>		<hr/>
		(220,199)		(182,727)
 Net income over expenditure for the year		<hr/> £ 20,005		<hr/> £ 10,272
		<hr/> <hr/>		<hr/> <hr/>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

England & Wales - Charity number 1067128

Accounts

COMPANIES HOUSE REGISTERED NO: 3008942

CHARITY REGISTERED NUMBER: 1067128

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

DIRECTORS' AND TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

KEMPTON EMSDEN & CO.
CHARTERED ACCOUNTANTS
34 NAPIER ROAD
BROMLEY
KENT
BR2 9JA

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number: 3008942

Registered Charity Number: 1067128

Directors: Mr Stephen Hodges
Mr Julian Gibson - resigned 9.12.2020
Mr Michael Carpenter
Mrs Pauline Pierce - appointed 9.12.2020

Secretary: Mr David Ely J.P MBA Banking

Registered Office: The Stables,
1 North Street,
Bromley, Kent
BR1 1SD

Accountants: Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
Bromley
Kent
BR2 9JA

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

FOR THE YEAR ENDED 31 MARCH 2021

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SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

Governing document

The organisation is a charitable company, limited by guarantee, and is governed by its Memorandum and Articles of Association dated 30th November 1994.

The company has to comply with the Companies Act 2006 and related SORP.

Organisation and Management

The day to day management of the South East London Family Mediation Bureau is the responsibility of the Service Manager.

The South East London Family Mediation Bureau has three Trustees (one of which is the Chair) and a Company Secretary.

An Executive Committee consists of the three Trustees, Company Secretary, Service Manager and other individuals experienced in family dispute matters and local authority work. The Executive meets at least four times a year including the Annual General Meeting, usually held in October. The Chair of the Bureau is Chair of the Executive Committee.

The Finance and General Purposes Committee is made up of at least three members of the Executive Committee, including the Chair, Company Secretary and the Service Manager. It is chaired by a trustee who is not chair of the Executive Committee. It meets 4-6 times a year, ordinarily two weeks before the Executive Committee. It works closely with the Service Manager to oversee the administration and finances of the bureau. It makes recommendations to the Executive Committee.

Due to the pandemic the Executive Committee has not met face to face this year but has been kept informed by minutes of the Finance and General Purposes Committee who met on Zoom typically every 4 weeks, with 9 meetings in the year.

The bureau is fortunate to have His Honour Judge Atkins, from the Croydon Family Court, as its President. He presides over the Annual General Meeting and is kept aware of bureau activities by receiving minutes of meetings and regular volume and financial summaries.

Meeting minutes are formally recorded and made available to all committee members.

Risk Policy

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen those risks.

Objectives and Activities

The company was established firstly, to provide a mediation service to separated parents who are in dispute over contact and residence arrangements for their children and secondly, to facilitate the settlement of differences arising from family breakdown in relation to financial and property matters and the like.

Achievements and Performance

This financial year has been dramatically affected by the COVID pandemic with a need to completely rethink our method of operation and our finances. This is reflected in the volume of business undertaken and our financial

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

position. This impact was felt initially from the last few months of the previous financial year, a short while after our new Service Manager, Ruth Bryan, took over the role at the bureau. This worsened in the first 3 months of this financial year. This obliged us to take a number of actions.

In the Financial Review you will note we obtained a local authority grant, National Lottery grants and a Bounce Back loan from our bank. Combining these actions with cuts in expenses by support from suppliers, our landlord and other sources, we restructured the business and completed a successful year financially.

During the course of the financial year ending 31st March 2021 South East London Family Mediation Bureau undertook each month an average of 48 Private Client Mediation Information and Assessment Meetings (MIAMs) and 42 Mediation Sessions made up of 18 Property and Finance, 16 All Issues and 8 Child Issues. Private MIAMs were down 40% and private mediation sessions were down 16%. Meanwhile, as a result of COVID -19, there was a substantial increase in the number of legal aid MIAMs and mediations during the year. This reflects the increased numbers of clients claiming Universal Credit or other benefits and an increase in Child Issues cases/reduction in property and finance cases as well as some LAA changes to regulations regarding mortgage limits for equity calculations.

We have seen a significant overall increase in numbers of both MIAMs and mediation sessions compared with previous years. The conversion rate from MIAMs to mediations also increased markedly. Average total monthly income including vat has risen from £17,900 to £18,600 including an average of £7,600 (up from £3,800) from legal aid work. Although the impact of the first lockdown resulted in a fall in demand for the first 3 months of the year the average income for the last 6 months is £21, 252, including average Legal Aid income of £9,829. The first quarter of the financial year was heavily affected by the COVID-19 impact on our operations.

The Service Manager, who started in October 2019, has spent considerable effort on staffing and systems issues. We have a new staff complement and recently installed a new case management system "Progress" from Protocol which enables the mediators and office team to work more efficiently whether working remotely or in the office. The bureau uses the services of nine independent session mediators to undertake mediation activities.

Financial Review

Net income of **£205,019** and expenses of **£182,727** gave a surplus of **£22,292**; the directors expected a surplus of £10,000 but actions to accommodate pandemic and an increase in demand affecting most of year has lead to almost double our expectation.

We obtained funds from a number of new sources during the year:

- Government backed unconditional grant from Local authority £10,000 (July 2020);
- Government Furlough Scheme £6,600 (April to July 2020);
- National Lottery COVID Grant £9,500 for Low Cost COVID Mediation project (July 2020); provides low cost mediation services to clients who do not qualify for legal aid (due to property assets) but have suffered financially due to the pandemic; this grant was fully utilised within the financial year;
- Second National Lottery Grant for Low Cost Mediation phase 2 £10,000 (February 2021); £2,520 was used with £7480 carried into next year;
- National Lottery Grants moved to income monthly as they are utilised;
- Government backed Bounce Back Loan £50,000 at 2.5% repaid over 6 years; no interest paid first year, followed by 60 instalments of £887.37 over residual 5 years. Interest rate is 2.5% in years 2 to 6.

We reduced expenses during the year, major items:

- Received 6 month reduction in rent with landlord £4,000;
- Reduced NFM subscription £2,000;
- Reduced technology support £1000;

Other key initiatives during year:

- Office was closed during lockdown periods when office appointments were not possible

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

- Mediations were conducted on Zoom for the first time. Previously only MIAMs had been possible on Zoom. Most mediators continue to use Zoom for MIAMs and mediations. Two mediators are also delivering office based sessions.
- New paperless systems were rapidly adopted during lockdown to enable remote working and all client files are now electronic
- Most staff and mediators working remotely from home for most of year;
- Changed Legal Aid arrangements; we claim legal aid by the end of the following month and get paid beginning of next month;
- Repaid Directors Loans £8,000;
- One off staff bonuses £6,000;
- New Mediation software package £8,500; capitalised and 3 year write off;
- Repairs and Office redecoration £1,500;
- Installed Zoom accounts for mediations £500 per annum;
- Hired cleaning company £1,500 per annum;
- The Service manager has employed an excellent new staff team.

Over the last eight financial years we have moved from an operating loss of £39,695 (2014), surplus £5,835 (2015), surplus £14,999 (2016), loss £5,503 (2017), surplus £6,519 (2018), loss £11,060 (2019), surplus £9108 (2020) and surplus of **£22,292** (2021).

Our negative financial year end positions were £29,019 (2014), £23,256 (2015), £8,257 (2016), £13,760 (2017), £7,241 (2018), £18,301 (2019), £9,193 (2020) and a **positive** position of **£13,099** in 2021. Directors Loans of £8,000 were repaid in July.

We do not hold reserves but any excess funds are kept on deposit with our bank.

Plans for Next Year

Plans for 2021-2022 are to continue actions taken last year.

We will continue to concentrate on tight cash management with monthly projections to the Finance and General Purposes Committee. Minutes of those meetings will be shared with the full Executive Committee but we do expect to restart face to face meetings which have not been possible during pandemic.

The use of ZOOM for MIAMs and Mediations widened the catchment area because there is minimal need to attend our office in Bromley to see mediators. We will capitalise on this by continuing to provide both office and video based offerings.

We expect to capitalise further with an excellent new staff complement and recently installed a new case management system enabling the mediators and the administration team to work more efficiently from either home or the office.

The NatWest Bounce Back Loan of £50,000 will provide a cushion for any further economic impacts. Repayments started in August 2021 and we will review the need to maintain this facility on an annual basis.

We will utilise the Government backed Mediation Support Scheme where clients can apply for up to £500 towards mediation costs. We will charge the client the reduced fee and claim back from the Ministry of Justice.

The Trustees are grateful to the mediators for their unceasing loyalty and their ability to accommodate new ways of working, the administration team for their tireless efforts in very challenging times and conditions and the Executive Committee for their guidance and support throughout the year. We know there will always be other challenges as we adjust to life after the pandemic. We are confident that the combined efforts of all involved will see us continue to grow and prosper.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

We have an excellent new administration team which continues to rise to challenges.

Over the first few months of the 2021/22 financial year we have seen a further increase in Legal Aid largely from the impact of the pandemic. Counting private mediations, grants and legal aid we are seeing average monthly income including vat of over £25,000. We find this encouraging and we look to the future with confidence.

Trustees' responsibilities in relation to the financial statements

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of directors and trustees on 17th November 2021 and signed on its behalf.

.....
DAVID ELY
Trustee.

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SOUTH EAST LONDON FAMILY MEDIATION BUREAU

FOR THE YEAR ENDED 31 MARCH 2021

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 6 to 14.

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

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 (FRS102).

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.

.....
Kempton Emsden & Co.
Chartered Accountants
34 Napier Road
Bromley
Kent
BR2 9JA

Dated: 17th November 2021

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted Funds £	Restricted Income Funds £	Total Funds 2021 £	Total Funds 2020 £
Income and endowments from:				
Donation	-	-	-	384
Charitable activities	176,394	12,020	188,414	179,719
Investments	3	-	3	7
Other income	16,602	-	16,602	-
Total income and endowments	<u>192,999</u>	<u>12,020</u>	<u>205,019</u>	<u>180,110</u>
Expenditure on:				
Charitable activities	69,754	-	69,754	59,279
Other	112,973	-	112,973	111,723
Total resources expended	<u>182,727</u>	<u>-</u>	<u>182,727</u>	<u>171,002</u>
Net movement in funds	<u>10,272</u>	<u>12,020</u>	<u>22,292</u>	<u>9,108</u>
Gross transfers between funds	12,020	(12,020)	-	-
Total funds brought forward	<u>£ (9,193)</u>	<u>£ -</u>	<u>£ (9,193)</u>	<u>(18,301)</u>
Total funds carried forward	<u>£ 13,099</u> =====	<u>£ -</u> =====	<u>£ 13,099</u> =====	<u>£ (9,193)</u> =====

All income and expenditure derive from continuing activities.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES

DETAILED ANALYSIS OF MOVEMENTS IN FUNDS

FOR THE YEAR ENDED 31 MARCH 2021

	2021		2020	
	£	£	£	£
General Fund				
General Fund - opening balance	(9,193)		(18,301)	
Surplus for the year	10,272		9,108	
Transfer from National Lottery Community Fund	12,020		-	
	<u> </u>	13,099	<u> </u>	(9,193)
National Lottery Community Fund				
Grant income	12,020		-	
Transfer to General Fund	(12,020)		-	
	<u> </u>	-	<u> </u>	-
Total funds at 31 March 2021		<u>£ 13,099</u>		<u>£ (9,193)</u>
		=====		=====

COMPANY NUMBER: 3008942

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

BALANCE SHEET

AT 31 MARCH 2021

	Note	2021		2020	
		£	£	£	£
Tangible fixed assets					
Tangible assets	7		6,026		2,569
Current assets					
Debtors	8	29,784		12,384	
Bank accounts		65,920		12,852	
Cash accounts		162		162	
		<u>95,866</u>		<u>25,398</u>	
Creditors					
Amounts falling due within one year	9	45,104		37,160	
		<u> </u>		<u> </u>	
Net current assets/(liabilities)			50,762		(11,762)
			<u> </u>		<u> </u>
Total assets less current liabilities			56,788		(9,193)
Creditors					
Amounts falling due after more than one year	9		(43,689)		-
			<u> </u>		<u> </u>
Net assets/(liabilities)			£ 13,099		£ (9,193)
			<u> </u>		<u> </u>
Capital funds					
Unrestricted funds			13,099		(9,193)
			<u> </u>		<u> </u>
Total funds			£ 13,099		£ (9,193)
			<u> </u>		<u> </u>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

Directors' responsibilities:

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006). Approved by the trustees on 17th November 2021 and signed on their behalf.

.....
S. HODGES Director

The annexed notes form part of these financial statements.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1. **Accounting policies**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 (FRS102) issued on 16 July 2014 (as updated through Bulletin 1 published on 2 February 2016 and Update Bulletin 2 published on 5 October 2018) the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical convention (modified to include certain items at fair value). The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years unless otherwise stated.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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

Turnover

Turnover represents grants and fees receivable by the Company in the course of its work.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation and impairment. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	- 33% per annum reducing balance
Mediation software	- 33% per annum straight line
Office equipment	- 20% per annum reducing balance

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees for particular purposes. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of restricted funds are set out in the notes to the financial statements.

Leasing

Rentals payable under operating leases are charged to the income and expenditure account on a straight line basis over the period of the lease.

Pension costs

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

Grants received

Grants are recognised at fair value, and as income when the charity has complied with the conditions attaching to them. Grants received before the revenue recognition criteria are satisfied are recognised as a liability.

Debtors

Known bad debts are written off and provision is made for any debtors considered to be doubtful.

Financial instruments

The charity has financial assets and liabilities that qualify as basic financial instruments. Basic financial instruments are initially recognised at cost and subsequently measured at amortised cost using the effective interest method.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

2. **Income**

	Unrestricted Funds 2021 £	Restricted Income Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Donations and legacies				
Donation	-	-	-	384
	-	-	-	384
Charitable activities				
Legal Aid Agency grants	76,106	-	76,106	34,078
AIM receipts - private	22,329	-	22,329	41,991
Mediation information/assessment meetings	33,000	-	33,000	56,409
Child issues mediation clients	12,096	-	12,096	9,049
Property and finance receipts	29,398	-	29,398	32,844
Court forms receipts	3,385	-	3,385	4,413
Mediation experience receipts	80	-	80	935
Grant income – National Lottery Community Fund	-	12,020	12,020	-
	176,394	12,020	188,414	179,719
Other trading activities				
	-	12,020	12,020	-
Investment income				
Bank interest receivable	3	-	3	7
	3	-	3	7
Other income				
Covid Job Retention Scheme grants	6,602	-	6,602	-
Local authority grant	10,000	-	10,000	-
	16,602	-	16,602	-

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

3. Expenditure on charitable activities	2021	2021	2020
	£	£	£
AIM mediation fees and expenses	35,682		26,901
MIAM assessment claims	31,516		32,318
Software depreciation	1,970		-
Software training	550		-
Other mediation costs	36		60
	<hr/>		<hr/>
		69,754	59,279
		<hr/> <hr/>	<hr/> <hr/>
4. Other costs	2021	2021	2020
	£	£	£
North Street expenses	18,624		22,164
Book-keeping services	3,421		2,769
Training costs	-		1,000
Insurance	1,050		1,249
Computer maintenance	6,323		4,274
Subscriptions	1,634		3,567
Bank charges	1,797		2,658
Sundry expenses	985		488
Bad debts	-		65
Staff salaries	73,494		68,618
Employer's NIC	1,308		1,095
Employer's pension contributions	2,054		1,678
Depreciation	833		1,050
Loss on disposal of fixed assets	50		48
Accountancy	1,400		1,000
	<hr/>		<hr/>
		112,973	111,723
		<hr/> <hr/>	<hr/> <hr/>
5. Surplus before tax		2021	2020
		£	£
This is stated after charging:			
Accountancy		1,400	1,000
Depreciation of owned assets		833	1,050
Loss on disposal of fixed assets		50	48
Pension costs		2,054	1,678
		<hr/> <hr/>	<hr/> <hr/>

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

6. **Staff costs**

The average number of persons employed by the company, including directors, during the year was as follows:

	2021	2020
Administration	5	5
	=====	=====

The aggregate payroll costs of these persons were as follows:

	2021	2020
	£	£
Wages and salaries	73,494	68,618
Social security	1,308	1,095
Other pension costs	2,054	1,678
	-----	-----
	£76,856	£71,391
	=====	=====

7. **Tangible fixed assets**

	Fixtures and Fittings £
Cost:	
At 1 April 2020	9,569
Additions	6,310
Disposals	(1,909)

At 31 March 2021	13,970

Depreciation:	
At 1 April 2020	7,000
Charge for the year	2,803
On disposals	(1,859)

At 31 March 2021	7,944

Net book value:	
At 31 March 2021	£ 6,026
	=====
At 31 March 2020	£ 2,569
	=====

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

8. Debtors and prepayments

Amounts falling due within one year:

	2021	2020
	£	£
Other debtors	25,130	8,121
Prepayments	4,654	4,263
	<u>£29,784</u>	<u>£12,384</u>
	=====	=====

9. Creditors

Amounts falling due within one year:-

	2021	2020
	£	£
Bank loan	6,311	-
Sundry creditors	21,803	25,658
VAT liability	13,686	9,505
PAYE and NIC	1,703	996
Accruals and deferred income	1,601	1,001
	<u>£ 45,104</u>	<u>£ 37,160</u>
	=====	=====

Amounts falling due after more than one year:-

Bank loan	43,689	-
	=====	=====

The bank loan is repayable by 60 monthly instalments commencing on 14 August 2021 with an interest rate of 2.5 % per annum.

10. Related party transactions

Loans from the directors totalling £8,000 were repaid during the year. The directors do not receive remuneration, benefits or expenses from the charity.

11. Financial commitments

The charity had total commitments at the balance sheet date of £13,750 (2020: £28,750).

12. Restricted Funds

The National Lottery Community is a restricted fund raised to provide families with low or nil cost mediation at the discretion of the service manager. Usage of the funding is transferred to income on a monthly basis and the remaining grant balance is included in creditors.

SOUTH EAST LONDON FAMILY MEDIATION BUREAU

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	2021		2020	
	£	£	£	£
Turnover				
Donation		-		384
Legal Aid Agency grants		76,106		34,078
AIM receipts - private		22,329		41,991
Mediation information/assessment meeting		33,000		56,409
Child issues mediation clients		12,096		9,049
Property and finance receipts		29,398		32,844
Court forms receipts		3,385		4,413
Mediation experience receipts		80		935
Bank interest receivable		3		7
Covid Job Retention Scheme grants		6,602		-
Local authority grant		10,000		-
National Lottery grant		12,020		-
		<hr/>		<hr/>
		205,019		180,110
Resources Expended				
Staff costs	76,856		71,391	
AIM mediation fees and expenses	35,682		26,901	
MIAM assessment claims	31,516		32,318	
Software depreciation	1,970		-	
Software training	550		-	
Other mediation costs	36		60	
North Street expenses	18,624		22,164	
Book-keeping services	3,421		2,769	
Training costs	-		1,000	
Insurance	1,050		1,249	
Computer maintenance	6,323		4,274	
Subscriptions	1,634		3,567	
Bank charges	1,797		2,658	
Sundry expenses	985		488	
Bad debts	-		65	
Accountancy charges	1,400		1,000	
Depreciation	883		1,098	
		<hr/>		<hr/>
		(182,727)		(171,002)
Net income over expenditure for the year		<hr/>		<hr/>
		£ 22,292		£ 9,108
		=====		=====