

**COMPANIES HOUSE REGISTERED N0: 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 30<sup>th</sup> 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 31<sup>st</sup> 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 17<sup>th</sup> 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: 17<sup>th</sup> November 2021



**SOUTH EAST LONDON FAMILY MEDIATION BUREAU**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 MARCH 2021**

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

	<b>2021</b>		<b>2020</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>General Fund</b>				
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)
 <b>National Lottery Community Fund</b>				
Grant income	12,020		-	
Transfer to General Fund	(12,020)		-	
	<u>          </u>	-	<u>          </u>	-
 <b>Total funds at 31 March 2021</b>		<u>£ 13,099</u> =====		<u>£ (9,193)</u> =====

**SOUTH EAST LONDON FAMILY MEDIATION BUREAU**

**BALANCE SHEET**

**AT 31 MARCH 2021**

	Note	2021	2020
		£	£
<b>Tangible fixed assets</b>			
Tangible assets	7	6,026	2,569
<b>Current assets</b>			
Debtors	8	29,784	12,384
Bank accounts		65,920	12,852
Cash accounts		162	162
		<u>95,866</u>	<u>25,398</u>
<b>Creditors</b>			
Amounts falling due within one year	9	45,104	37,160
<b>Net current assets/(liabilities)</b>		<u>50,762</u>	<u>(11,762)</u>
<b>Total assets less current liabilities</b>		<u>56,788</u>	<u>(9,193)</u>
<b>Creditors</b>			
Amounts falling due after more than one year	9	(43,689)	-
<b>Net assets/(liabilities)</b>		<u>£ 13,099</u>	<u>£ (9,193)</u>
		=====	=====
<b>Capital funds</b>			
Unrestricted funds		13,099	(9,193)
<b>Total funds</b>		<u>£ 13,099</u>	<u>£ (9,193)</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 17<sup>th</sup> 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**

	<b>Unrestricted Funds 2021 £</b>	<b>Restricted Income Funds 2021 £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
<b>Donations and legacies</b>				
Donation	-	-	-	384
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	384
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Charitable activities</b>				
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	-
	<hr/>	<hr/>	<hr/>	<hr/>
	176,394	12,020	188,414	179,719
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Other trading activities</b>				
	<hr/>	<hr/>	<hr/>	<hr/>
	-	12,020	12,020	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Investment income</b>				
Bank interest receivable	3	-	3	7
	<hr/>	<hr/>	<hr/>	<hr/>
	3	-	3	7
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Other income</b>				
Covid Job Retention Scheme grants	6,602	-	6,602	-
Local authority grant	10,000	-	10,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
	16,602	-	16,602	-
	<hr/>	<hr/>	<hr/>	<hr/>

**SOUTH EAST LONDON FAMILY MEDIATION BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**3. Expenditure on charitable activities**

	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
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
		=====	=====

**4. Other costs**

	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
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
		=====	=====

**5. Surplus before tax**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
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
	=====	=====

**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:

	<b>2021</b>	<b>2020</b>
Administration	5	5
	=====	=====

The aggregate payroll costs of these persons were as follows:

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

	<b>Fixtures and Fittings £</b>
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:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
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:-

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

	<b>2021</b>		<b>2020</b>	
	£	£	£	£
<b>Turnover</b>				
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
 <b>Resources Expended</b>				
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)
 <b>Net income over expenditure for the year</b>		<hr/>		<hr/>
		£ 22,292		£ 9,108
		=====		=====