

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	
	<u> </u>		<u> </u>	
		40,423		13,099
 National Lottery Community Fund				
Grant income	7,319		12,020	
Transfer to General Fund	(7,319)		(12,020)	
	<u> </u>		<u> </u>	
		-		-
 Total funds at 31 March 2022		<u>£ 40,423</u>		<u>£ 13,099</u>
		=====		=====

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/> 240,204	<hr/> 7,319	<hr/> 247,523	<hr/> 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

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
		92,825	69,754
		=====	=====

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
		127,374	112,973
		=====	=====

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
	=====	=====

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/>		<hr/>
		£ 20,005		£ 10,272
		<hr/>		<hr/>