

**04443326**

**CHARITY REGISTERED NUMBER:1093803**

**MEDIATION BUCKINGHAMSHIRE**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**NOEL & CO.**  
**CHARTERED ACCOUNTANTS**  
**4 PARLIAMENT CLOSE**  
**PRESTWOOD**  
**GREAT MISSENDEN**  
**BUCKINGHAMSHIRE**  
**HP16 9DT**

**MEDIATION BUCKINGHAMSHIRE**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Company Number:** 04443326

**Registered Charity Number:** 1093803

**Registered Office:** 45-47 Oxford Road  
High Wycombe  
Buckinghamshire HP11 2EB

**Accountants:** Noel & Co.  
Chartered Accountants  
4 Parliament Close  
Prestwood  
Great Missenden  
Buckinghamshire  
HP16 9DT

**MEDIATION BUCKINGHAMSHIRE**

**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.

## **1 OVERVIEW**

Mediation Buckinghamshire provides Community Mediation Services operating in Buckinghamshire and adjacent counties. We seek to help people involved in disputes by facilitating discussions that allow the parties to reach their own agreements. Mediation empowers people to take control of the issues and to find solutions.

Our volunteer mediators are all qualified and provide their time freely to support the community.

Traditionally most of our income to pay for our overheads has come from local authority and community housing grants. Unlike many not-for-profit charitable organisations, our funders have continued to support us and to use our services. However, we are not complacent and we continue to look for new sources of funding so that we can continue and enhance the services that we provide to the community.

In this regard, the past year has been dominated by COVID but Mediation Bucks rose to meet the challenges and to exceed all of our expectations. We drew on the IT skills of our volunteers and ran training courses in the use of Zoom which were enthusiastically embraced by our mediators. We were also fortunate to have been given an IT grant by Leslie Clarke of Wycombe District Council which enabled us to equip our casework manager to work from home.

With more people furloughed and at home, there was an increase in referrals for our mediation services and, having mastered the technology for on-line mediation, we were well placed to support referring parties including individual members of the community as well as the Police and Housing Associations.

In September we were approached by South Oxon & Vale of White Horse Community Safety Partnership to supply mediation services and after discussions we were awarded a Service Level Agreement (SLA).

Also, during the year we mediated a number of civil cases and in February we were awarded an SLA by Buckinghamshire Family Support Services. This will enable us to take referrals from them and help to resolve issues between parents and children and issues of communication between parents themselves.

Mediation Bucks has also started offering Conflict Coaching on a trial basis and plan to roll this out more extensively in the coming year.

### ***1.1 Our Support for the Community***

Our case workload in the year which is the benchmark of our support to the community has been as follows:

- **248** cases were received. **This was a 43% increase over the previous year, 2019-20.**
- **233** cases were completed.

In **56%** of the cases closed, our volunteer mediators visited one or more of the parties.

Our mediators contributed a total of over **1,686** voluntary hours of service.

### ***1.2 Our Successes***

Where joint meetings between the parties were held, **72%** resulted in an agreement being reached.

3-months after a case involving mediators is closed, we write to the referrer and ask if there have been any further incidents between the parties involved in the disputes.

**In 69% of the replies the referrer reported that there had been no further incidents.**

### ***1.3 Moving Forward***

We realise that the prevailing economic climate is very difficult and that we must continue to be prudent. However, we are determined to meet our aims of making mediation available to all the residents of Buckinghamshire and adjoining counties who find themselves in conflict of one form or another. To this end we are focussed on expanding the support that we provide to the community.

We plan to build on our expertise in mediating by Zoom and offer our services to a wider area. In addition we will be recruiting a Development Officer to meet this objective and to liaise with our existing referrers.

Our plans include:

- Increasing the number of clients that benefit from our service.
- Promoting mediation throughout Buckinghamshire and adjacent counties to further our charitable aims and to demonstrate value to our funders.
- Strengthening relationships with our existing funders.
- Seeking new funders and referrers to work with.
- Strengthening our board by recruiting new members with relevant skills.

### ***1.4 Funding***

We have continued to enjoy the support of our funders and in addition we have earned over £6,955 from civil and workplace mediation which represents 13% of our activity generated funds.

### ***1.5 Our Appreciation***

We would like to thank our staff, volunteers, past and present, and our supervising mediator Denis for their hard work and contributions. We would also like to thank our funders for their continued financial support and commitment to the work that we do in support of the community.

## **2 REFERENCE AND ADMINISTRATIVE INFORMATION**

### ***2.1 Incorporation and registration details***

Mediation Buckinghamshire was incorporated as number 04443326 on 21 May 2002 and registered with the Charity Commission under charity number 1093803 on 13 September 2002.

### ***2.2 Address***

The charity conducted its affairs from 45-47 Oxford Road, High Wycombe, Buckinghamshire, HP11 2EB.

### ***2.3 The trustees***

The trustees who held office during the year were as follows:

- Kevin McKee (Chairman)
- John Elliot
- Andy Kenward
- Lin Instone
- Phyllida Middlemiss

### ***2.4 The staff***

During 2020-21 there was 1 part time staff member, Henza Cruz.

The Trustees have delegated the day to day management of the charity to John Elliot, trustee, who does not receive any remuneration.

## **2.5    *The volunteers***

As of 31 March 2021 our volunteers were:

Andy, Annie, Antony, Aylene, Barry, Catherine, Claire, Eileen, Emma, Graham, Janet, Jeremy, John, Lin, Linda, Liz, Lynne, Margaret, Michael, Oliver, Pally, Pat, Philmore, Phyllida, Rajiv, Richard, Rita, Russell, Sandy, Stig, Sue, Teresa and Tony.

## **2.6    *Independent Examiners***

The independent examiners to the charity were Noël & Co., 4 Parliament Close, Prestwood, Great Missenden HP16 9DT.

## **2.7    *Bankers***

The principal bankers to the charity are Lloyds Bank plc, PO Box 1000, Andover BX1 1LT.

## **2.8    *Insurances***

Mediation Buckinghamshire has insurance policies for:

Employers' Liability	£10,000,000
Public Liability	£5,000,000
Professional Indemnity	£1,000,000

# **3    AIMS AND ORGANISATION**

## **3.1    *Who We Are?***

We are a charitable not-for-profit organisation that cares about our community and which has the capability to play a valuable role in resolving issues and disputes and, thereby, to assist in creating a better environment for people to live and work. The following key statements help to define us and the service that we provide:

Mediation is a flexible process of resolving disputes in which the mediator or mediators act in a neutral capacity to assist the parties involved to identify the issues; to clarify misunderstandings; to explore solutions; and to negotiate an agreement.

Our Aim is to help people in the community to resolve their disputes through respectful communication and listening in order to achieve better understanding and solutions.

Our Core Values that guide the way that we work together and with our community can be summarised by the following key words:

- Respect
- Co-operation
- Open mindedness
- Integrity

We operate by providing trained and accredited volunteer mediators who are organised and overseen by a small team of staff members with direction and governance provided by a board of trustees.

Our unique selling points are that:

- We are a local community-based service
- Our mediators work in pairs
- We can help people to achieve their own solutions
- Our community mediation is free at the point of delivery
- We are a not for profit organisation
- For commercial disputes our volunteer mediators have broad professional and industry expertise.

### 3.2 *Public Benefit*

We believe that it is everybody's right to live peacefully with their family and neighbours. The stress that is caused by disputes is real and should not be underestimated. Our clients and referrers tell us that mediation is an effective way of resolving disputes and as such provides a public benefit to the residents of Buckinghamshire.

In addition, the trustees confirm that they have complied with the duty of Section 4 of the Charities Act 2006 to have due regard to the guidance issued by the Charity Commission on public benefit. The charitable purpose for the charity within the meaning of the Act is enshrined within its objects as stated above.

### 3.3 *What We Do*

#### 3.3.1 Our Services and Who Uses Them

The following Table briefly identifies the services that we provide together with typical users and referrers of the services, a fuller description of the services is then provided. We are able to develop these services to suit particular needs where our communication skills can be of value providing that these accord with our Aims and Core Values.

<b>Mediation Service</b>	<b>Typical Users of Service</b>	<b>Typical Referrers</b>
<b>Community Mediation</b>	Neighbours, members of the community	Self-referrals, local authorities, housing providers, police
<b>Room to Talk</b>	Family members	GPs, school pastoral care, social care, parents
<b>Workplace mediation</b>	Organisations employing staff	HR departments
<b>Civil Mediation</b>	Individuals and/or businesses with a contractual relationship	Solicitors, parties to a contract, professional bodies (e.g. RICS, CIArb)
<b>Mediation Awareness</b>	Organisations wishing to gain knowledge of what mediation can achieve and when to use it	Local authorities, housing providers, universities

#### 3.3.2 Community Mediation

Communities can use our independent service to resolve neighbour disputes and anti-social behaviour issues. We seek to provide this service free at the point of delivery. Cases can be self-referred or referred through other agencies such as local authorities, housing providers or the police. The following scenarios are typical:

- Breakdown of communication
- Noisy behaviour
- Inconsiderate parking
- Disagreements about fences, hedges and boundaries
- Rubbish or nuisance caused by pets
- Children and teenagers' difficult or anti-social behaviour
- Shared space or access
- Verbal abuse, intimidation and harassment

### 3.3.3 Family Mediation

Where there is tension within a family and a young person is thinking of leaving home, or maybe has already left on bad terms, our Room to Talk service can help family members by enabling them to talk and to listen to each other. It can be used if young people are:

- Experiencing problems at home
- Not sure where to go
- Worried about the future
- Finding it difficult to express themselves
- Feeling that no one is listening.

### 3.3.4 Workplace Mediation

Workplace Mediation is available to managers, employers, HR departments and businesses to resolve differences among work colleagues without resorting to industrial legislation in the first instance. By engaging in mediation, businesses are able to save both time and money. Participation in this process often results in improved employee satisfaction and increased productivity.

### 3.3.5 Civil Mediation

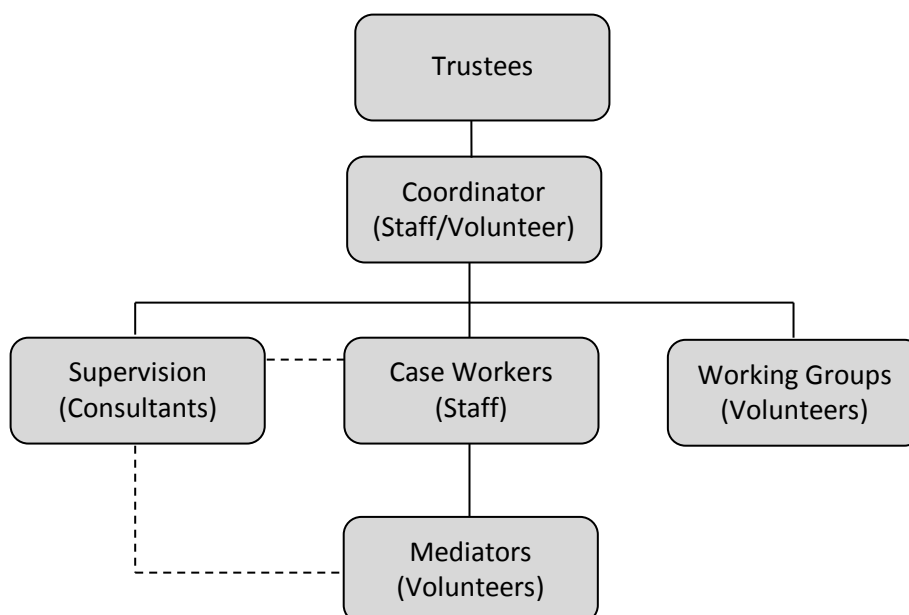
In commercial relationships, mediation offers a fast, effective and less stressful way of resolving disputes that might otherwise end up in court. Government policy is to encourage alternative forms of dispute resolution. Civil mediation is an independent method of resolving contract disputes by enabling the disputants working with trained mediators to make their own agreement rather than having one imposed on them in a court.

### 3.3.6 Mediation Awareness

Training in the use of mediation can be provided to ‘front desk’ staff working with our partners (funding organisations) to ensure that they appreciate the uses and benefits that mediation can bring and can recognise cases where mediation can help.

## 3.4 *How We Work*

Mediation Buckinghamshire is a not for profit company (limited by guarantee) and is a registered charity. The structure of the organisation can be represented as follows:



Outline responsibilities are as follows:

- The Board of Trustees is responsible for developing strategy, setting goals and ensuring compliance.

- The Co-ordinator implements the strategy, liaises with funders, co-ordinates activities and reports to the Trustees.
- The Case Workers manage the mediation referrals from first contact to completion, maintain contact with referrers and carry out associated administrative duties. They report to the Co-ordinator.
- The Supervisor ensures the quality of the mediation service and reports to the Co-ordinator.
- Working Groups are established on an ad-hoc basis to meet specific requirements. They receive a Brief and report to the Co-ordinator.
- Volunteer Mediators are the core of our service and receive referrals and report back to the Case Workers. Oversight is provided by the Supervisor.

Currently we have one Case Work manager who is a member of staff and a part time Supervisor who is self-employed and paid on an hourly basis. All other assistance is provided by volunteers.

The charity has a wide range of policies covering Equality and Diversity, Safeguarding Children and Young Persons, Confidentiality, Health and Safety and other relevant subjects. These policies are reviewed and updated on a regular basis.

The charity has a 3-year business plan that is regularly reviewed and updated.

## 4 ACHIEVEMENTS AND PERFORMANCE

### 4.1 Cases

*Details of our cases are given in the Table below:*

<b>Details</b>	<b>2020-2021</b>	<b>2019-2020</b>
<i>No of cases received</i>	248	173
<i>% of cases received that were self-referred</i>	24%	21%
<i>No of cases closed</i>	233	171
<i>% of cases closed that involved mediators</i>	56%	62%
<i>% of closed cases that involved mediators and which went to a Joint Meeting</i>	31%	20%
<i>% of Joint Meetings that resulted in an agreement</i>	72%	87%
<i>No of residents involved in these closed cases</i>	551	412
<i>Total number of volunteer hours</i>	1,686	1,218

### 4.2 Equal Opportunities

*Comparison between the 2011 census return for Buckinghamshire and Mediation Buckinghamshire's clients.*

<b>Ethnicity</b>	<b>Bucks County</b>	<b>MB clients</b>	<b>MB clients</b>
		<b>2020-2021</b>	<b>2019-2020</b>
<i>White</i>	86%	80%	88%
<i>Asian/Asian British</i>	8%	11%	8%
<i>Black</i>	1%	3%	3%
<i>Mixed/multiple ethnic group</i>	1%	1%	1%
<i>Other</i>	4%	2%	0%

<i>Age distribution of adults over 20</i>	<i>Bucks County</i>	<i>MB clients</i>	<i>MB clients</i>
		<i>2209-2021</i>	<i>2019-2020</i>
20-29	14%	6%	7%
30-39	17%	23%	14%
40-49	21%	21%	29%
50-59	17%	24%	24%
60-69	15%	13%	18%
70+	16%	13%	8%

<i>Disability</i>	<i>Bucks County</i>	<i>MB clients</i>	<i>MB clients</i>
		<i>2020-2021</i>	<i>2019-2020</i>
<i>Severely, a little or a lot disabled</i>	14%	24%	20%

## **5 FINANCIAL REVIEW**

The financial statements appended to this report reflect the activities outlined above and have been drawn up to comply with the Statement of Recommended Practice for charities.

In 2020-21 there was an increase in funds of **£4,866** (2019-20 £8,076 decrease). The overall funds available to the charity are sufficient to enable it to continue to carry out its stated objectives.

The internal financial controls were reviewed in December 2018 in line with the Charity Commission checklist.

### **5.1 Principal Funding Sources**

The charity works in partnership with its principal funders including Local Authorities, Housing Associations, and the Police. In 2020-21 we had Service Level Agreements with:

- Vale of Aylesbury Housing Association
- Red Kite Community Housing
- South Oxfordshire and Vale of White Horse Community Safety Partnership

In addition, we have received grants from the Community Safety Partnership and District Councils of Chiltern & South Bucks, Buckinghamshire Council and the Police Property Fund.

The Charity undertakes workplace mediation, civil mediation and mediation of disputes involving Housing Associations with which it does not have a Service Level Agreement, and for which it gets paid on a case-by-case basis.

### **5.2 Investment Policy**

Any funds that we have over and above our needs for the next 3 months are put in a COIF deposit account that pays a nominal rate of interest.

### **5.3 Reserves Policy**

The charity continues to create a reserve. This reserve is calculated to cover redundancy payments, lease and other obligations that would arise should the charity cease trading.

The amount of the reserve is calculated annually and as of 31 March 2021 is £12,000.

## 6 STRUCTURE, GOVERNANCE AND MANAGEMENT

### 6.1 *Governing Document*

Mediation Buckinghamshire is a company limited by guarantee and registered as a charity.

The governing document of the charity is the Memorandum and Articles of Association issued 21 May 2002 and last updated on 20 November 2012.

### 6.2 *Governing Body*

Overall responsibility rests with the Board of Trustees who are also appointed as directors of the charitable company.

The board of trustees usually meets every month at the charity's offices when they receive financial and business reports and ensure compliance with our charitable objectives. They are asked to authorise matters such as the employment of staff, salary reviews, and expansion of the business into new areas of mediation.

Meetings are minuted by one of the trustees and submitted for approval at the following meeting.

### 6.3 *Organisational Management*

Day to day operation of the charity is delegated to the office staff and a volunteer manager. Some volunteer mediators and trustees also provide support for specific tasks e.g. fund raising, funder liaison, marketing, office organisation and accounts.

### 6.4 *Risk Management*

The trustees have in place a risk register which is reviewed annually. The most significant risk to the charity is loss of funding and considerable effort has been put into ensuring we offer an excellent service to our funders and to actively seek new funders and grants.

### 6.5 *Trustees Responsibilities*

Charity and company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the net incomings and outgoings for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and to apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the company will not continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at the time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Companies Acts.

They are also responsible for safeguarding the assets of the company and taking reasonable steps for the prevention of fraud and other irregularities.

### 6.6 *Members of the Management Committee*

The members of the management committee, who are directors for the purpose of company law and trustees for the purpose of charity law, and who served during the year and up to the date of this report are set out in section 2.3.

This report was approved by the board of directors and trustees on.

Kevin McKee  
Chair of Trustees

Dated

28/09/21

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF MEDIATION BUCKINGHAMSHIRE**  
**FOR THE YEAR ENDED 31 MARCH 2021**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 10 to 15.

**Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

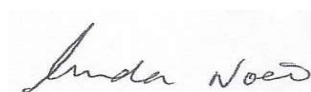
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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.



Linda Noel FCA  
Noel & Co.  
Chartered Accountants  
4 Parliament Close  
Prestwood  
Great Missenden  
Buckinghamshire  
HP16 9DT

Dated 28 September 2021

**MEDIATION BUCKINGHAMSHIRE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE  
ACCOUNT)**

**FOR THE YEAR ENDED 31 MARCH 2021**

	<b>Note</b>	<b>Total Funds</b>	<b>Total Funds</b>
		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
<b>Income and endowments from:</b>			
Voluntary income	2	24,000	19,950
Activities for generating funds		28,305	25,818
Investment income (Bank Interest)		43	307
<b>Total income and endowments</b>		<b>£52,348</b>	<b>£46,075</b>
<b>Expenditure on:</b>			
Costs of charitable activities	3	47,482	54,151
<b>Total resources expended</b>		<b>47,482</b>	<b>54,151</b>
<b>Net movement in funds</b>		<b>4,866</b>	<b>-8,076</b>
<b>Total funds brought forward</b>		<b>£54,537</b>	<b>62,613</b>
<b>Total funds carried forward</b>		<b>£59,403</b>	<b>54,537</b>

All income and expenditure derive from continuing activities

**MEDIATION BUCKINGHAMSHIRE**

Company Number: 04443326

**BALANCE SHEET AT 31 MARCH 2021**

	Note		2021		2020
		£	£	£	£
<b>Tangible fixed assets</b>					
Tangible assets	5		74		147
<b>Current assets</b>					
Debtors	6	3,161		477	
Bank Accounts		74,134		66,893	
		<u>77,295</u>		<u>67,370</u>	
<b>Creditors</b>					
Amounts falling due within one year	7	17,966		12,980	
		<u>          </u>		<u>          </u>	
<b>Net current assets</b>			59,329		54,390
<b>Total assets less current liabilities</b>			<u>59,403</u>		<u>54,537</u>
<b>Net assets</b>			<u>£59,403</u>		<u>£54,537</u>
<b>Capital funds</b>					
Unrestricted funds			£59,403		54,437
Restricted funds					100
<b>Total funds</b>			<u>£59,403</u>		<u>£54,537</u>
All income and expenditure derived from continuing activities			<u>          </u>		<u>          </u>

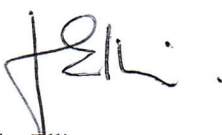
For the year ending 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 the 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

  
John Elliot  
Trustee

28/9/21  
Dated

**MEDIATION BUCKINGHAMSHIRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

These annexed notes form part of the Financial Statements

**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), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

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.

**Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. 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:

Computers - 25% per annum of cost

Fixtures and Fittings - 25 % per annum of cost

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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 cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund as set out in the notes to the financial statements.

**Pension Costs**

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

**MEDIATION BUCKINGHAMSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS** (Continued)

**FOR THE YEAR ENDED 31 MARCH 2021**

**2 Income**

	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
<b>Voluntary income</b>		
Grants and donations	24,000	19,950
	<hr/> 24,000	<hr/> 19,950
<b>Activities for generating funds</b>		
Mediation services	28,305	25,818
	<hr/> 28,305	<hr/> 25,818
<b>Investment income</b>		
Bank Interest	43	307
	<hr/>	<hr/>
Total income	<hr/> <hr/> £52,348	<hr/> <hr/> £46,075

**3 Cost of Charitable activities**

	<b>2021 £</b>	<b>2020 £</b>
Salaries and pension costs	30,434	23,065
Mediators expenses and venue hire	443	2,570
Premises (Rent, utilities & Building Insurance)	6,002	7,232
Insurances (Contents and Professional Indemnity)	414	390
Office costs (IT, Phone, Publicity, Copying, Consumables)	3,783	5,874
Training	70	8,575
Supervision	5,730	3,600
Depreciation	73	1,025
Independent Examination	480	480
Trustee expenses	13	440
Repairs & Renewals and Small capital items <£1,000	40	900
	<hr/> £47,482	<hr/> £54,151
	<hr/> <hr/>	<hr/> <hr/>

There was no remuneration for Trustees in the year. There are no related party transactions to report.

**MEDIATION BUCKINGHAMSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS** (Continued)

**FOR THE YEAR ENDED 31 MARCH 2021**

**4 Staff costs**

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

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Office administration (full time equivalent)	1	1
Salaries	29,738	22,599.00
Pensions	696	466
	<hr/>	<hr/>
Total	30,434	£23,065
	<hr/> <hr/>	<hr/> <hr/>

**5 Tangible fixed assets**

**Plant and machinery**

	<b>£</b>
Cost:	
At 1 April 2020	4,101
Additions	
	<hr/>
At 31 March 2021	4,101
	<hr/>
Depreciation:	
At 1 April 2020	3,954
Charge for the year	73
	<hr/>
At 31 March 2021	4,027
	<hr/>
Net book value:	
At 31 March 2021	74
	<hr/> <hr/>

**6 Debtors and prepayments**

Amounts falling due within one year:	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Prepayments and Accrued Income	461	477
Invoice 20085 - Paradigm Housing Group	1,350	
Invoice 20087 - Paradigm Housing Group	1,350	
	<hr/>	<hr/>
	£3,161	£477
	<hr/> <hr/>	<hr/> <hr/>

**MEDIATION BUCKINGHAMSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS** (Continued)

**FOR THE YEAR ENDED 31 MARCH 2021**

**7 Creditors**

Amounts falling due within one year:-	<b>2,021</b> £	<b>2020</b> £
Accruals and Deferred Income	4,466	480
Deferred income from Police Property Fund & BCC for 2020/21		12,500
Deferred income from Bucks County for 2021/22	13,500	
	<hr/> 17,966	<hr/> £12,980
	<hr/> <hr/>	<hr/> <hr/>

**8 Financial Commitments**

Leases under 5 years:-	<b>2021</b> £	<b>2020</b> £
Office lease with 3 month break clause	4,750	4,750
	<hr/> 4,750	<hr/> £4,750
	<hr/> <hr/>	<hr/> <hr/>

**9 Trustee Expenses**

Trustees only claim travelling expenses to and from meetings.  
There were no related party transactions.