

THAMES VALLEY FAMILY MEDIATION SERVICE LTD

England & Wales · Charity number 1112320

Details

Other names THAMES VALLEY FAMILY MEDIATION SERVICE

Status Registered

Legal form Charitable company

Company number [05434630](#)

Registered 2005-11-29

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

Contact

Address Thames Valley Family Mediation Service Ltd
Regal Court Business Centre
42-44 High Street
Slough
SL1 1EL

Phone 01753830770

Email enquiries@tvfms.org.uk

Website www.tvfms.org

Activities

Objects: TO ALLEVIATE THE HARDSHIP AND DISTRESS CAUSED BY THE BREAKDOWN OF FAMILY RELATIONSHIPS AND TO PRESERVE AND PROTECT THE MENTAL AND PHYSICAL HEALTH OF ALL THE FAMILY, IN PARTICULAR BY ASSISTING COUPLES INVOLVED IN SEPARATION OR DIVORCE TO MAKE FUTURE PLANS FOR THEMSELVES AND THEIR CHILDREN

Activities: To alleviate the hardship and distress caused by the breakdown of family relationships and to preserve and protect the mental and physical health of all the family, by assisting couples involved in separation or divorce to make future plans for themselves and their children. The charity additionally seeks to actively promote the well being of families affected by separation or divorce by providing

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Other Charitable Purposes
- **Who:** Children/young People, The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE. BERKSHIRE
- Bracknell Forest
- Buckinghamshire
- Hillingdon
- Reading
- Slough
- Windsor And Maidenhead
- Wokingham

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£162,058	£156,096	-	-
2023-12-31	£163,234	£155,027	-	-
2022-12-31	£136,499	£155,068	-	-
2021-12-31	£156,284	£171,161	-	-
2020-12-31	£180,638	£170,016	-	-

Trustees

Name	Role	Appointed
Lavender Patten	Chair	2014-11-24
DOUGLAS DARLOW		
Lady Caroline Linda Margaret Waldegrave		2017-11-20
RICHARD MARK EYNON		
Veronica Lachkovic		2019-06-10

THAMES VALLEY FAMILY MEDIATION SERVICE LTD

England & Wales - Charity number 1112320

Accounts

Registered Company Number: 05434630 (England and Wales)

Registered Charity Number: 1112320

Report of the Trustees and
Unaudited Financial Statements for the Year ended
31st December 2024 for
Thames Valley Family Mediation Service Ltd
(A Company Limited by Guarantee)

Hugh Williams
HWBTS
20 Barra Close
Highworth
Wilts, SN67HX

Thames Valley Family Mediation Service Ltd

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Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Reference and Administrative Details of the Company, its Trustees and
Advisers**

For the Year ended 31st December 2024

Trustees: D. P. Darlow
R. M. Eynon
Lady Patten of Barnes
Lady C. L. M. Waldegrave
Mrs V. M. M. Lachkovic

Company Registered Number: 05434630

Charity Registered Number: 1112320

Registered Office: Office 105
Regal Court Business Centre
42-44 High Street
Slough
Bucks
SL1 1EL

**Independent
Examiner:** Hugh Williams
20 Barra Close
Highworth
Wilts
SN6 7HX

Bankers: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Trustees' Report for the Year ended 31st December 2024

1. Introductory

The trustees present their annual report together with the financial statements of the Thames Valley Family Mediation Service Ltd for the year ended 31st December 2024. The annual report serves the purposes of both a Trustees' Report and a Directors' Report under company law. The trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice Statement (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) effective 1st January 2019. Since the Company qualifies as small under Section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

2. Objectives and Activities

a. Policies and Objectives

Objectives and Aims:

In setting objectives and planning for activities, the trustees have given due consideration to the general guidance published by the Charity Commission relating to public benefit, including the guidance: Public Benefit: Running a Charity (PB2).

The charity's objects are to alleviate the hardship and distress caused by the breakdown of family relationships and to preserve and protect the mental and physical health of all the family, in particular by assisting couples involved in separation or divorce to make future plans for themselves and their children. Additionally the charity seeks actively to promote the wellbeing of families affected by separation or divorce by providing allied support services for children, young people and parents.

b. Significant Activities, Achievements and Performance

Like many not for profits/charities, it has been important to maintain close scrutiny over the finances during the challenging times of the current economic situation. The Trustees have fulfilled that responsibility both at the regular Board meetings and by cashflow forecasts from the Service Director in the interim times. Our Reserves policy has been met.

The economic challenges have meant far more people are qualifying for Legal Aid. As expected, the new Legal Aid contracts contained no improvement to the contracted amount payable. As this has not changed since 2004, and all our other costs have by at

Thames Valley Family Mediation Service Ltd
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least inflation, it is very difficult to find any funds for improvements and investments. Month on month there are fluctuations in our cashflow, but largely income covers day to day expenditure.

Payments for Legal Aid work and those under the MOJ grant are only settled once a case is closed so at any one time, there is a substantial amount of income due, but not received. To support our charitable aims, we continue to offer Child Inclusive Mediation with direct consultations with children at no costs to our clients and we provide free interpretation services for up to 2 joint mediation meetings.

The overhead of our office in Slough is only required under the terms of the Legal Aid contract to have a permanent office. This is an antiquated model that affects our income, but it is still a requirement for the 2024 Legal Aid contract which has just been extended to June 2027. We are therefore reviewing where we might be able to move at a lower cost. We anticipate that after two years in Slough with no rent increases at renewal, there will be an increase when our licence falls due in July 2025. Most of our mediation continues to be over Zoom and when in-person mediation is requested, in all but the Slough area, we hire ad hoc office space which is much more cost effective.

We have been looking to recruit new mediators to manage the volume of work more effectively, but this is proving very challenging. There is a shortage of qualified mediators which is making succession planning more difficult. We continue to offer Working Towards Accreditation for potential new mediators. We now operate with a remote team of 3 part time client managers managed by an office manager. These are our only PAYE staff members – everyone else works on a contract for services to ensure our cost base is managed effectively as possible.

Microsoft are withdrawing many of their free to charity services /reducing grant levels. We will therefore have to start to pay more our Azure services and Microsoft licences from 2026. We therefore need to consider complimentary services in the medium term to raise our income levels.

The cost-of-living crisis also affects all who work at TVFMS. We have not been able to provide the large % increases seen in the public and private sector pay, but some increase to remuneration for some of the team was possible. We have recruited one new part-time customer service manager and hope to find another one during 2024.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Only prudent changes under the inflation rate were made to our private client fees ensuring we can continue to provide family mediation as cost effectively as possible. There is a mix of in-person and Zoom mediation driven largely by client preference, except where the mediator has safeguarding concerns. It is anticipated that mix will continue with the majority of clients still preferring Zoom.

We gratefully acknowledge the support we have received in kind or in value from the following organisations – this has ensured we have stayed a viable charity especially at a time when grant funding is not currently available for most organisations like ours:

- Regal Court Business Centre, Slough,
- The Fitzwilliam Centre, Beaconsfield
- The Privy Purse Charitable Trust.

The Trustees gratefully acknowledge that it is only the continued dedication and commitment of all involved with TVFMS and all who support it practically that has enabled the charity to continue to provide this vital service.

3. Financial Review

a. Going Concern

The Trustees have paid attention to the financial standing of TVFMS most closely, being concerned specifically with the operation of the Reserves Policy and meeting the requirements of the “Going Concern” principle. The last three years have strained the financial stability of TVFMS seriously and so monitoring of the financial status was undertaken on a regular and frequent basis. The Trustees are satisfied that even though circumstances were most testing, TVFMS met the standards required to continue trading.

b. Reserves Policy

Reserves in the financial statements are currently £30,589 (2023 - £24,627). All reserves represent unrestricted and restricted funds, when applicable, and are held:

- In furtherance of the charity’s objectives in the short terms
- To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice,
- To cover administration, fund-raising and support costs, without which the charity could not function.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

4. Structure, Government and Management

a. Constitution

Thames Valley Family Mediation Service Limited is registered as a charitable company limited by guarantee and was set up by a trust deed.

b. Method of appointment or election of Trustees

The trustees (who are the directors of the company for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom and Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year or period. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles of the Charities SORP (FRS 102).
- Make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the accounting statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the Board of Trustees and signed on their behalf by

Lady Patten of Barnes, Chair of Trustees, _____

Lavender Patten

Date 22/6/25

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Thames Valley Family Mediation Service Limited (The Company)

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st December 2024.

Responsibilities and basis of the Report

As the trustees of the company (and 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 the company's accounts 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) of the 2011 Act.

Independent Examiner's Statement

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

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

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

This report is made solely to the company's trustees, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law I do not accept or assume responsibility to anyone other than the company and the company's trustees as a body, for my work or for this report.

Signed Hugh Williams Hugh Williams

Dated 23/6/25

Hugh Williams, 20 Barra Close, Highworth, Wilts, SN6 7HX

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Statement of Financial Activities
(Incorporating Income and Expenditure Account)
For the Year ended 31st December 2024

Income from:

Donations and Legacies	3	2,844	1,517
Other Charitable Activities	4	158,345	161,577
Investments	5	869	140
Total Income	A	162,058	163,234

Expenditure on:

Charitable Activities	6	156,096	155,027
Total Expenditure	B	156,096	155,027

Net Movement in Funds	A-B	5,962	8,207
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Reconciliation of Funds

Total funds brought forward		24,627	16,420
Transfers between funds		0	0
Movement in funds per above		5,962	8,207
Total Funds carried forward		30,589	24,627

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 9-15 form part of these financial statements.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Balance Sheet as at 31st December 2024

		2024		2023	
	Note	£	£	£	£
Fixed Assets					
Tangible Assets	11		368		491
Current Assets					
Debtors	12	5,825		4,753	
Cash at bank and in hand		31,288		26,263	
		37,113		31,016	
Current Liabilities					
Creditors, amounts falling due within one year	13	(6,892)		(6,880)	
Net Current Assets			30,221		24,136
Total Net Assets			£30,589		£24,627
Charity Funds					
Unrestricted Funds	14 and 15		30,589		24,627
			£30,589		£24,627

The Company was entitled to exemption from audit under Section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with Section 476 on the Companies Act 2006.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The financial statements were approved and authorised for issue by the trustees and signed on their behalf by:

Lady Patten *Laurender Patten* Date 22/6/25

The notes on pages 10-16 form part of these financial statements.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2024

1. General Information

Thames Valley Mediation Services Limited is a company and charity, limited by guarantee, registered in England and Wales. The company and charity registered numbers and registered offices can be found on page 1.

The presentation currency of the financial statements is the Pound Sterling (£).

2. Accounting Policies

a. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with Charities SORP (FRS 102) accounting and reporting by charities: Statement of recommended accounting practice applicable to charities preparing their accounts in accordance with the Financial and Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the Companies Act 2006.

Thames Valley Family Mediation Service Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are officially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

b. Critical accounting judgements and key sources of estimation uncertainty

Management makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions by definition seldom equal the related actual results. There are no estimates and assumptions that have significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial period.

c. Income

All income is recognised once the company has entitlement to the income, it is probable the income will be received and the amount of income receivable can be measured reliably.

d. Expenditure

Expenditure is recognised once there is a legal and constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs in undertaking each activity. Direct costs attributable to a single activity are allocated to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

e. Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company. This is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

f. Taxation

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

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2024
(Continued)

g. Tangible Fixed Assets and Depreciation

Tangible fixed assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives. Depreciation is provided on the following basis: Plant and Machinery: 25% Reducing balance basis.

h. Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i. Cash at Bank and in Hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

j. Liabilities and Provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payment for goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

k. Financial Instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans, when applicable, which are subsequently measured at amortised cost using the effective instrument method.

l. Pensions

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

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2024
(Continued)

m. Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other 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 company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The charity currently holds no restricted funds but, when held, the aim and use of each restricted fund is set out in the notes to the financial statements.

n. Restricted Funds

There are no restricted funds.

3 Income from Donations and Legacies

	Total Funds 2024 £	Total Funds 2023 £
Donations	2,844	1,517
Similar incoming resources	0	0
	2,844	1,517

4 Income from Charitable Activities

	Total Funds 2024 £	Total Funds 2023 £
Legal Aid Income	35,692	38,849
Fees Received	122,653	122,728
Total Income from Charitable Services	158,345	161,577

5 Investment Income

	Total Funds 2024 £	Total Funds 2023 £
Investment income	869	140

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2024
(Continued)

6. Analysis of Expenditure on Charitable Activities

	Total Funds 2024 £	Total Funds 2023 £
Mediation Services	<u>156,096</u>	<u>155,027</u>

7. Analysis of Expenditure by Activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £	Total funds 2023 £
Mediation services	<u>135,100</u>	<u>20,996</u>	<u>156,096</u>	<u>155,027</u>
Total 2022	132,893	22,134	155,027	

Analysis of Direct Costs

	Total Funds 2024 £	Total Funds 2023 £
Mediation Services		
Staff costs	43,769	43,237
Postage and telephone	989	882
Printing and stationery	10	80
Mediation fees	52,002	49,619
Management fees and supervision	37,592	38,397
Travelling	615	514
Depreciation	123	164
	<u>135,100</u>	<u>132,893</u>

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2024
(Continued)

Analysis of Support Costs	Total Funds 2024 £	Total Funds 2023 £
Mediation Services		
Office Rental	10,160	10,501
Insurance	1,402	1,186
Light and heat	0	0
Advertising	0	0
Sundry expenses	264	87
Affiliation fees	1,535	1,535
Property repairs and maintenance	0	0
Bank and credit card charges	736	1,002
Computer expenses	4,899	5,673
Equipment hire	0	0
Accountancy and legal fees	2,000	2,150
	<u>20,996</u>	<u>22,134</u>

8. Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £1,800. (2023 £1,800.)

9. Staff Costs

	2024 £	2023 £
Wages and salaries	41,864	40,632
Training	60	100
Contribution to defined pension schemes	1,845	2,505
	<u>43,769</u>	<u>43,237</u>

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

No	No
1.5	1.5

10. Trustees Remuneration and Expenses

During the year no trustee received any remuneration or other benefits (2023 – £Nil).

During the year no trustees' expenses have been incurred (2023 – £Nil).

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2024
(Continued)

11. Tangible Fixed Assets	Plant and Machinery £	
Cost or Valuation		
1st January 2024		5,177
Purchases (Sales) during the year		0
31st December 2024		5,177
Depreciation		
1st January 2024		4,686
Charge for the year		123
31st December 2024		4,809
Net Book Value		
1st January 2024		368
31st December 2023		491
12. Debtors		
	2024	2023
	£	£
Due within one year		
Prepayments and accrued income	5,825	4,753
	5,825	4,753
13. Creditors: amounts falling due within one year		
	2024	2023
	£	£
Trade Creditors	4,710	3,901
Taxation and Social Security	381	1,179
Accruals and deferred income	1,800	1,800
	6,891	6,880

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2024
(Continued)

14. Statement of Funds (Summary of Funds)

Statement of Funds - Current Year	Balance at 1st January 2024	Income	Expenditure	Balance at 31st December 2024
Unrestricted Funds	£	£	£	£
General funds - all funds	24,627	162,058	(156,096)	30,589
<hr/>				
Statement of Funds - Prior Year	Balance at 1st January 2023	Income	Expenditure	Balance at 31st December 2023
	£	£	£	£
Unrestricted Funds				
General funds - all funds	16,420	163,234	(155,027)	24,627

15. Analysis of Net Assets between Funds

Current Year	Unrestricted Funds 2024	Total Funds 2024
	£	£
Tangible Fixed Assets	368	368
Current Assets	37,113	37,113
Creditors due within one year	(6,892)	(6,892)
	<u>30,589</u>	<u>30,589</u>
<hr/>		
Prior Year	Unrestricted Funds 2023	Total Funds 2023
	£	£
Tangible Fixed Assets	491	491
Current Assets	31,016	31,016
Creditors due within one year	(6,880)	(6,880)
	<u>24,627</u>	<u>24,627</u>

End of Report and Accounts

THAMES VALLEY FAMILY MEDIATION SERVICE LTD

England & Wales - Charity number 1112320

Accounts

Registered Company Number: 05434630 (England and Wales)

Registered Charity Number: 1112320

Report of the Trustees and
Unaudited Financial Statements for the Year ended
31st December 2023 for
Thames Valley Family Mediation Service Ltd
(A Company Limited by Guarantee)

Hugh Williams
HWBTS
20 Barra Close
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Thames Valley Family Mediation Service Ltd

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Thames Valley Family Mediation Service Ltd
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**Reference and Administrative Details of the Company, its Trustees and
Advisers**

For the Year ended 31st December 2023

Trustees: D. P. Darlow
R. M. Eynon
Lady Patten of Barnes
Lady C. L. M. Waldegrave
Mrs V. M. M. Lachkovic

Company Registered Number: 05434630

Charity Registered Number: 1112320

Registered Office: Office 105
Regal Court Business Centre
42-44 High Street
Slough
Bucks
SL1 1EL

**Independent
Examiner:** Hugh Williams
20 Barra Close
Highworth
Wilts
SN6 7HX

Bankers: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Trustees' Report for the Year ended 31st December 2023

1. Introductory

The trustees present their annual report together with the financial statements of the Thames Valley Family Mediation Service Ltd for the year ended 31st December 2023. The annual report serves the purposes of both a Trustees' Report and a Directors' Report under company law. The trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice Statement (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) effective 1st January 2019. Since the Company qualifies as small under Section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

2. Objectives and Activities

a. Policies and Objectives

Objectives and Aims:

In setting objectives and planning for activities, the trustees have given due consideration to the general guidance published by the Charity Commission relating to public benefit, including the guidance: Public Benefit: Running a Charity (PB2).

The charity's objects are to alleviate the hardship and distress caused by the breakdown of family relationships and to preserve and protect the mental and physical health of all the family, in particular by assisting couples involved in separation or divorce to make future plans for themselves and their children. Additionally the charity seeks actively to promote the wellbeing of families affected by separation or divorce by providing allied support services for children, young people and parents.

b. Significant Activities, Achievements and Performance

The Trustees have maintained close scrutiny over the finances during the challenging times of the cost-of-living crises, both at the regular Board meetings and by cashflow forecasts from the Service Director in the interim times.

After a difficult 2022, in 2023 we have been able to stabilise our financial position and build our Reserves to a more comfortable level to cope with day-to-day cashflow. This is largely due to the flexibility and commitment of our customer service team during the last 3 months of the year and very tight financial control.

The economic challenges have meant far more people are qualifying for Legal Aid. We have provided more support under our Legal Aid contract than at any time in the last 8 years, but this is not as beneficial for our income and the contracted amount payable has not changed since 2004. No fee increases are likely to be seen when the new contracts are issued later this year. Consequently, a number of existing providers have declined to tender, and the number of providers is decreasing. It can only be hoped that the recent lobbying may have an effect, but nothing will change this side of the General Election, and it will remain to be seen how much of a priority this is to the next Government.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

It also impacts our cashflow as we are largely remunerated on file closure, not as work is delivered and the mediators/staff paid.

The MOJ funding scheme for child mediation also impacts our cashflow as we cannot invoice the MOJ until after the full voucher has been allocated or the file is closed.

We settled in well to our new offices in Slough and have renewed our tenure for a second year. We are grateful that there were no rent increases at renewal, but we cannot hope for the same later this year. Most of our mediation continues to be over Zoom and when in-person mediation is requested, in all but the Slough area, we hire ad hoc office space. The overhead of Slough is only required under the terms of the Legal Aid contract to have a permanent office. This is an antiquated model that affects our income, but it is still a requirement for the 2024 Tender.

Our new database has had teething problems like any other and is still not the perfect bespoke solution any mediation organisation would like. It has however allowed us to become more efficient and use less admin time.

The cost-of-living crisis also affects all who work at TVFMS. We have not been able to provide the large % increases seen in the public and private sector pay, but some increase to remuneration for some of the team was possible. We have recruited one new part-time customer service manager and hope to find another one during 2024.

Only prudent changes under the inflation rate were made to our private client fees ensuring we can continue to provide family mediation as cost effectively as possible. There is a mix of in-person and Zoom mediation driven largely by client preference, except where the mediator has safeguarding concerns. It is anticipated that mix will continue with the majority of clients still preferring Zoom.

We gratefully acknowledge the support we have received in kind or in value from the following organisations – this has ensured we have stayed a viable charity especially at a time when grant funding is not currently available for most organisations like ours:

The Fitzwilliam Centre, Beaconsfield
The Privy Purse Charitable Trust.

The Trustees gratefully acknowledge that it is only the continued dedication and commitment of all involved with TVFMS and all who support it practically that has enabled the charity to continue to provide this vital service at a time of increasing demand.

3. Financial Review

a. Going Concern

The Trustees have paid attention to the financial standing of TVFMS most closely, being concerned specifically with the operation of the Reserves Policy and meeting the requirements of the “Going Concern” principle. The last three years have strained the financial stability of TVFMS seriously and so monitoring of the financial status was

Thames Valley Family Mediation Service Ltd

A Company Limited by Guarantee

undertaken on a regular and frequent basis. The Trustees are satisfied that even though circumstances were most testing, TVFMS met the standards required to continue trading.

b. Reserves Policy

Reserves in the financial statements are currently £24,627 (2022 - £16,420). All reserves represent unrestricted and restricted funds, when applicable, and are held:

- In furtherance of the charity's objectives in the short terms
- To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice,
- To cover administration, fund-raising and support costs, without which the charity could not function.

4. Structure, Government and Management

a. Constitution

Thames Valley Family Mediation Service Limited is registered as a charitable company limited by guarantee and was set up by a trust deed.

b. Method of appointment or election of Trustees

The trustees (who are the directors of the company for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom and Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year or period. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles of the Charities SORP (FRS 102).
- Make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the accounting statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the Board of Trustees and signed on their behalf by
Lady Patten of Barnes, _____ Date _____

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Thames Valley Family Mediation Service Limited (The Company)

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st December 2023.

Responsibilities and basis of the Report

As the trustees of the company (and 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 the company's accounts 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) of the 2011 Act.

Independent Examiner's Statement

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

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

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

This report is made solely to the company's trustees, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law I do not accept or assume responsibility to anyone other than the company and the company's trustees as a body, for my work or for this report.

Signed _____ Hugh Williams

Dated _____

Hugh Williams, 20 Barra Close, Highworth, Wilts, SN6 7HX

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Statement of Financial Activities
(Incorporating Income and Expenditure Account)
For the Year ended 31st December 2023

All Funds are unrestricted			
	Note	Total Funds 2023 £	Total Funds 2022 £
Income from:			
Donations and Legacies	3	1,517	6,952
Other Charitable Activities	4	161,577	129,458
Investments	5	140	89
Total Income	A	<u>163,234</u>	<u>136,499</u>
Expenditure on:			
Charitable Activities	6	<u>155,027</u>	<u>155,068</u>
Total Expenditure	B	<u>155,027</u>	<u>155,068</u>
 Net Movement in Funds	 A-B	 8,207	 (18,569)
Reconciliation of Funds			
Total funds brought forward		16,420	34,989
Transfers between funds		0	0
Movement in funds per above		<u>8,207</u>	<u>(18,569)</u>
Total Funds carried forward		<u>24,627</u>	<u>16,420</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 9-15 form part of these financial statements.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Balance Sheet as at 31st December 2023

	Note	2023 £	2022 £	2022 £	£
Fixed Assets					
Tangible Assets	11		491		654
Current Assets					
Debtors	12	4,753		10,837	
Cash at bank and in hand		<u>26,263</u>		<u>12,830</u>	
		31,016		23,667	
Current Liabilities					
Creditors, amounts falling due within one year	13	<u>(6,880)</u>		<u>(7,901)</u>	
Net Current Assets			24,136		15,766
Total Net Assets			<u>£24,627</u>		<u>£16,420</u>
Charity Funds					
Unrestricted Funds	14 and 15		24,627		16,420
			<u>£24,627</u>		<u>£16,420</u>

The Company was entitled to exemption from audit under Section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with Section 476 on the Companies Act 2006.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The financial statements were approved and authorised for issue by the trustees and signed on their behalf by:

Lady Patten _____ Date _____

The notes on pages 9-16 form part of these financial statements.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2023

1. General Information

Thames Valley Mediation Services Limited is a company and charity, limited by guarantee, registered in England and Wales. The company and charity registered numbers and registered offices can be found on page 1.

The presentation currency of the financial statements is the Pound Sterling (£).

2. Accounting Policies

a. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with Charities SORP (FRS 102) accounting and reporting by charities: Statement of recommended accounting practice applicable to charities preparing their accounts in accordance with the Financial and Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the Companies Act 2006.

Thames Valley Family Mediation Service Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are officially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

b. Critical accounting judgements and key sources of estimation uncertainty

Management makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions by definition seldom equal the related actual results. There are no estimates and assumptions that have significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial period.

c. Income

All income is recognised once the company has entitlement to the income, it is probable the income will be received and the amount of income receivable can be measured reliably.

d. Expenditure

Expenditure is recognised once there is a legal and constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs in undertaking each activity. Direct costs attributable to a single activity are allocated to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

e. Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company. This is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

f. Taxation

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

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2023
(Continued)

g. Tangible Fixed Assets and Depreciation

Tangible fixed assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives. Depreciation is provided on the following basis: Plant and Machinery: 25% Reducing balance basis.

h. Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i. Cash at Bank and in Hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

j. Liabilities and Provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payment for goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

k. Financial Instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans, when applicable, which are subsequently measured at amortised cost using the effective instrument method.

l. Pensions

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

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2023
(Continued)

m. Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other 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 company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The charity currently holds no restricted funds but, when held, the aim and use of each restricted fund is set out in the notes to the financial statements.

n. Restricted Funds

There are no restricted funds.

3 Income from Donations and Legacies

	Total Funds 2023 £	Total Funds 2022 £
Donations	1,517	6,952
Similar incoming resources	0	0
	1,517	6,952

4 Income from Charitable Activities

	Total Funds 2023 £	Total Funds 2022 £
Mediation services	161,577	129,458
	161,577	129,458

5 Investment Income

	Total Funds 2023 £	Total Funds 2022 £
Investment income	140	89
	140	89

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2023
(Continued)

6. Analysis of Expenditure on Charitable Activities

	Total Funds 2023 £	Total Funds 2022 £
Mediation Services	<u>155,027</u>	<u>155,068</u>

7. Analysis of Expenditure by Activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Mediation services	<u>132,893</u>	<u>22,134</u>	<u>155,027</u>	<u>155,068</u>
Total 2022	131,470	23,598	155,068	

Analysis of Direct Costs

	Total Funds 2023 £	Total Funds 2022 £
Mediation Services		
Staff costs	43,237	48,227
Postage and telephone	882	995
Printing and stationery	80	43
Mediation fees	49,619	39,035
Management fees and supervision	38,397	42,712
Travelling	514	240
Depreciation	164	218
	<u>132,893</u>	<u>131,470</u>

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2023
(Continued)

Analysis of Support Costs	Total Funds 2023 £	Total Funds 2022 £
Mediation Services		
Office Rental	10,501	5,530
Arrears of Eton Rent	0	6,671
Insurance	1,186	1,072
Light and heat	0	1,854
Advertising	0	0
Sundry expenses	87	341
Affiliation fees	1,535	1,722
Property repairs and maintenance	0	0
Bank and credit card charges	1,002	788
Computer expenses	5,673	3,442
Equipment hire	0	0
Accountancy and legal fees	2,150	2,178
	<u>22,134</u>	<u>23,598</u>

8. Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £1,800. (2023 £1,800.)

9. Staff Costs

	2023 £	2022 £
Wages and salaries	40,632	45,877
Training	100	0
Contribution to defined pension schemes	2,505	2,350
	<u>43,237</u>	<u>48,227</u>

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

No	No
1.5	2

10. Trustees Remuneration and Expenses

During the year no trustee received any remuneration or other benefits (2023 – £Nil).

During the year no trustees' expenses have been incurred (2023 – £Nil).

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2023
(Continued)

11. Tangible Fixed Assets

Plant and
Machinery
£

Cost or valuation

1st January 2023	5,177
Purchases (sales) during the year	0
31st December 2023	5,177

Depreciation

1st January 2023	4,523
Charge for the year	163
31st December 2023	4,686

Net Book Value

1st January 2023	654
31st December 2023	491

12. Debtors

2023	2022
£	£

Due within one year

Prepayments and accrued income	4,753	10,837
	4,753	10,837

13. Creditors: amounts falling due within one year

2023	2022
£	£

Trade Creditors	3,901	4,862
Taxation and Social Security	1,179	1,239
Accruals and deferred income	1,800	1,800
	6,880	7,901

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2023
(Continued)

14. Statement of Funds (Summary of Funds)

Statement of Funds - Current Year	Balance at 1st January 2023	Income	Expenditure	Balance at 31st December 2023
	£	£	£	£
Unrestricted Funds				
General funds - all funds	16,420	163,234	(155,027)	24,627
Statement of Funds - Prior Year	Balance at 1st January 2022	Income	Expenditure	Balance at 31st December 2022
	£	£	£	£
Unrestricted Funds				
General funds - all funds	34,989	136,499	(155,068)	16,420

15. Analysis of Net Assets between Funds

Current Year	Unrestricted Funds 2023	Total Funds 2023
	£	£
Tangible Fixed Assets	491	491
Current Assets	31,016	31,016
Creditors due within one year	(6,880)	(6,880)
	<u>24,627</u>	<u>24,627</u>
Prior Year	Unrestricted Funds 2022	Total Funds 2022
	£	£
Tangible Fixed Assets	654	654
Current Assets	23,667	23,667
Creditors due within one year	(7,901)	(7,901)
	<u>16,420</u>	<u>16,420</u>

End of Report and Accounts

THAMES VALLEY FAMILY MEDIATION SERVICE LTD

England & Wales - Charity number 1112320

Accounts

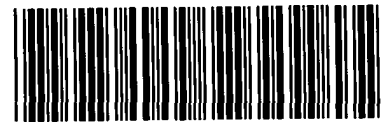
Registered Company Number: 05434630 (England and Wales)

Registered Charity Number: 1112320

Report of the Trustees and
Unaudited Financial Statements for the Year ended
31st December 2022 for
Thames Valley Family Mediation Service Ltd
(A Company Limited by Guarantee)

Hugh Williams
HWBTS
20 Barra Close
Highworth
Wilts, SN67HX

MONDAY



A17 *AC6Y7A9K* #8
03/07/2023
COMPANIES HOUSE

Thames Valley Family Mediation Service Ltd

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Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Reference and Administrative Details of the Company, its Trustees and
Advisers**

For the Year ended 31st December 2022

Trustees: D. P. Darlow
R. M. Eynon
Lady Patten of Barnes
Lady C. L. M. Waldegrave
Mrs V. M. M. Lachkovic

Company Registered Number: 05434630

Charity Registered Number: 1112320

Registered Office: Office 105
Regal Court Business Centre
42-44 High Street
Slough
Bucks
SL1 1EL

**Independent
Examiner:** Hugh Williams
20 Barra Close
Highworth
Wilts
SN6 7HX

Bankers: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Trustees' Report for the Year ended 31st December 2022

1. Introductory

The trustees present their annual report together with the financial statements of the Thames Valley Family Mediation Service Ltd for the year ended 31st December 2022. The annual report serves the purposes of both a Trustees' Report and a Directors' Report under company law. The trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice Statement (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) effective 1st January 2019. Since the Company qualifies as small under Section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

2. Objectives and Activities

a. Policies and Objectives

Objectives and Aims:

In setting objectives and planning for activities, the trustees have given due consideration to the general guidance published by the Charity Commission relating to public benefit, including the guidance: Public Benefit: Running a Charity (PB2).

The charity's objects are to alleviate the hardship and distress caused by the breakdown of family relationships and to preserve and protect the mental and physical health of all the family, in particular by assisting couples involved in separation or divorce to make future plans for themselves and their children. Additionally the charity seeks actively to promote the wellbeing of families affected by separation or divorce by providing allied support services for children, young people and parents.

b. Significant Activities, Achievements and Performance

The Trustees have maintained close scrutiny over the finances during the challenging times of the cost-of-living crises, both at the regular Board meetings and by cashflow forecasts from the Service Director in the interim times. The support of our accountant has also been invaluable as we steered a course through the year.

There have been a number of challenges in 2022, some of which are continuing into 2023: The economic challenges have meant far more people are qualifying for Legal Aid. We have provided more support under our Legal Aid contract than at any time in the last 7 years, but this is not as beneficial for our income and the contracted amount payable has not changed since 2004. Recently, that contract was extended until 2024 which locks us into low remuneration rates at a time when costs are increasing. With the consultations being undertaken between the majority of the current legal aid providers, it is hoped some recommendations will be implemented to improved remuneration rates and lower the costs involved, but these will not benefit us until late 2024 at the earliest.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Our lease in Eton expired and it became essential for us to move premises to reduce our overheads. RBWM were not able to offer anything at a price we could afford. A one-year licence was secured for a serviced office in Slough. Negotiations are nearly complete to renew that licence. We only require a fixed office to meet the Legal Aid Contract requirements. It is an overhead that is not being used full time, but under the current Legal Aid contract, we have no option but to continue to rent it.

There were a substantial amount of private donations from individuals this year to help with running costs and a new database – these will not be replicated in 2023. Our new database has enhanced features and finally an online diary for mediators to see.

We were unable to secure any grant funding – there is huge pressure on all grant funding at present and it is naturally being targeted at providing the necessities of life and critical services during the cost-of-living crises.

The cost-of-living crisis also affects all who work at TVFMS. We have not been able to provide the large % increases seen in the public and private sector, but some increase to remuneration for some of the team was possible. Should we need to, this will likely mean it is very difficult to recruit.

Only prudent changes under the inflation rate were made to our private client fees ensuring we can continue to provide family mediation as cost effectively as possible. There is a mix of in-person and Zoom mediation driven largely by client preference, except where the mediator has safeguarding concerns. It is anticipated that mix will continue with the majority of clients still preferring Zoom.

After more years than she would care to admit, our professional Practice Consultant,(who has also been a Service Director and mediator), Lesley Saunders, retired at the end of 2022. Her contribution to TVFMS cannot be overstated and she will be missed. The Board however has confidence that the new team will continue to build on her work and develop the service over the coming years.

We gratefully acknowledge the support we have received in kind or in value from the following organisations – this has ensured we have stayed a viable charity: Fitzwilliam Centre, Beaconsfield and The Privy Purse Charitable Trust. The Trustees also gratefully acknowledge that it is only the continued dedication and commitment of all involved with TVFMS and all who support it practically that has enabled the charity to continue to provide this vital service at a time of increasing demand.

3. Financial Review

a. Going Concern

The Trustees have paid attention to the financial standing of TVFMS most closely, being concerned specifically with the operation of the Reserves Policy and meeting the requirements of the “Going Concern” principle. The last two years have strained the financial stability of TVFMS seriously and so monitoring of the financial status was undertaken on a regular and frequent basis. The Trustees are satisfied that even though circumstances were most testing, TVFMS met the standards required to continue trading.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

b. Reserves Policy

Reserves in the financial statements are currently £16,420 (2021 - £34,989). All reserves represent unrestricted and restricted funds, when applicable, and are held:

- In furtherance of the charity's objectives in the short terms
- To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice,
- To cover administration, fund-raising and support costs, without which the charity could not function.

4. Structure, Government and Management

a. Constitution

Thames Valley Family Mediation Service Limited is registered as a charitable company limited by guarantee and was set up by a trust deed.

b. Method of appointment or election of Trustees


The trustees (who are the directors of the company for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom and Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year or period. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles of the Charities SORP (FRS 102).
- Make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the accounting statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the Board of Trustees and signed on their behalf by

Lady Patten of Barnes,  Date 28/6/23

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Thames Valley Family Mediation Service Limited (The Company)

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st December 2022.

Responsibilities and basis of the Report

As the trustees of the company (and 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 the company's accounts 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) of the 2011 Act.

Independent Examiner's Statement

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

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

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

This report is made solely to the company's trustees, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law I do not accept or assume responsibility to anyone other than the company and the company's trustees as a body, for my work or for this report.

Signed Hugh Williams Hugh Williams

Dated 30th June 2023.

Hugh Williams, 20 Barra Close, Highworth, Wilts, SN6 7HX

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Statement of Financial Activities (Incorporating Income and Expenditure Account) for the Year ended 31st December 2022

All Funds are unrestricted			
	Note	Total Funds 2022 £	Total Funds 2021 £
Income from:			
Donations and Legacies	3	6,952	560
Other Charitable Activities	4	129,458	155,720
Investments	5	89	4
Total Income	A	<u>136,499</u>	<u>156,284</u>
Expenditure on:			
Charitable Activities	6	<u>155,068</u>	<u>171,161</u>
Total Expenditure	B	<u>155,068</u>	<u>171,161</u>
Net Movement in Funds	A-B	(18,569)	(14,877)
Reconciliation of Funds			
Total funds brought forward		34,989	49,866
Transfers between funds		0	0
Movement in funds per above		<u>(18,569)</u>	<u>(14,877)</u>
Total Funds carried forward		<u>16,420</u>	<u>34,989</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 9-16 form part of these financial statements.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Balance Sheet as at 31st December 2022

	Note	2022		2021	
		£	£	£	£
Fixed Assets					
Tangible Assets	11		654		872
Current Assets					
Debtors	12	10,837		10,009	
Cash at bank and in hand		12,830		31,015	
		<u>23,667</u>		<u>41,024</u>	
Current Liabilities					
Creditors, amounts falling due within one year	13	<u>(7,901)</u>		<u>(6,907)</u>	
Net Current Assets			15,766		34,117
Total Net Assets			<u>£16,420</u>		<u>£34,989</u>
Charity Funds					
Unrestricted Funds	14 and 15		16,420		34,989
			<u>£16,420</u>		<u>£34,989</u>

The Company was entitled to exemption from audit under Section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with Section 476 on the Companies Act 2006.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The financial statements were approved and authorised for issue by the trustees and signed on their behalf by:

Lady Patten *L Patten* Date 28/6/23

The notes on pages 9-16 form part of these financial statements.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2022

1. General Information

Thames Valley Mediation Services Limited is a company and charity, limited by guarantee, registered in England and Wales. The company and charity registered numbers and registered offices can be found on page 1.

The presentation currency of the financial statements is the Pound Sterling (£).

2. Accounting Policies

a. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with Charities SORP (FRS 102) accounting and reporting by charities: Statement of recommended accounting practice applicable to charities preparing their accounts in accordance with the Financial and Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the Companies Act 2006.

Thames Valley Family Mediation Service Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are officially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

b. Critical accounting judgements and key sources of estimation uncertainty

Management makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions by definition seldom equal the related actual results. There are no estimates and assumptions that have significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial period.

c. Income

All income is recognised once the company has entitlement to the income, it is probable the income will be received and the amount of income receivable can be measured reliably.

d. Expenditure

Expenditure is recognised once there is a legal and constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs in undertaking each activity. Direct costs attributable to a single activity are allocated to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

e. Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company. This is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

f. Taxation

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

**Notes to the Financial Statements for the year ended 31st December 2022
(Continued)**

g. Tangible Fixed Assets and Depreciation

Tangible fixed assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives. Depreciation is provided on the following basis: Plant and Machinery: 25% Reducing balance basis.

h. Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i. Cash at Bank and in Hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

j. Liabilities and Provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payment for goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

k. Financial Instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans, when applicable, which are subsequently measured at amortised cost using the effective instrument method.

l. Pensions

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

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Notes to the Financial Statements for the year ended 31st December 2022
(Continued)**

m. Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other 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 company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The charity currently holds no restricted funds but, when held, the aim and use of each restricted fund is set out in the notes to the financial statements.

n. Restricted Funds

There are no restricted funds.

3 Income from Donations and Legacies

	Total Funds 2022 £	Total Funds 2021 £
Donations	6,952	560
Similar incoming resources	0	0
	6,952	560

4 Income from Charitable Activities

	Total Funds 2022 £	Total Funds 2021 £
Mediation services	129,458	155,720
	129,458	155,720

5 Investment Income

	Total Funds 2022 £	Total Funds 2021 £
Investment income	89	4
	89	4

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Notes to the Financial Statements for the year ended 31st December 2022
(Continued)**

6. Analysis of Expenditure on Charitable Activities

	Total Funds 2022 £	Total Funds 2021 £
Mediation Services	<u>155,068</u>	<u>171,161</u>

7. Analysis of Expenditure by Activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Mediation services	<u>131,470</u>	<u>23,598</u>	<u>155,068</u>	<u>171,161</u>
Total 2021	156,791	14,370	171,161	

Analysis of Direct Costs

	Total Funds 2022 £	Total Funds 2021 £
Mediation Services		
Staff costs	48,227	45,734
Postage and telephone	995	1,636
Printing and stationery	43	306
Mediation fees	39,035	62,068
Management fees and supervision	42,712	46,284
Travelling	240	472
Depreciation	218	291
	<u>131,470</u>	<u>156,791</u>

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Notes to the Financial Statements for the year ended 31st December 2022
(Continued)**

Analysis of Support Costs	Total Funds 2022 £	Total Funds 2021 £
Mediation Services		
Office Rental	5,530	4,930
Arrears of Eton Rent	6,671	0
Insurance	1,072	782
Light and heat	1,854	1,098
Advertising	0	40
Sundry expenses	341	47
Affiliation fees	1,722	1,198
Property repairs and maintenance	0	6
Bank and credit card charges	788	881
Computer expenses	3,442	2,737
Equipment hire	0	360
Accountancy and legal fees	2,178	2,291
	<u>23,598</u>	<u>14,370</u>

8. Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £1,800. (2021 £1,800.)

9. Staff Costs

	2022	2021
	£	£
Wages and salaries	45,877	43,243
Contribution to defined pension schemes	2,350	2,491
	<u>48,227</u>	<u>45,734</u>

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

No	No
2	3

10. Trustees Remuneration and Expenses

During the year no trustee received any remuneration or other benefits (2021 – £Nil).

During the year no trustees' expenses have been incurred (2021 – £Nil.)

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Notes to the Financial Statements for the year ended 31st December 2022
(Continued)**

£

Cost or valuation

1st January 2022	5,177
Purchases (sales) during the year	0
31st December 2022	5,177

Depreciation

1st January 2022	4,305
Charge for the year	218
31st December 2022	4,523

Net Book Value

1st January 2022	872
31st December 2022	654

12. Debtors

	2022	2021
	£	£
Due within one year		
Prepayments and accrued income	10,837	10,009
	10,837	10,009

13. Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade Creditors	4,862	3,640
Taxation and Social Security	1,239	1,467
Accruals and deferred income	1,800	1,800
	7,901	6,907

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Notes to the Financial Statements for the year ended 31st December 2022
(Continued)**

14. Statement of Funds

Statement of Funds - Current Year	Balance at 1st January 2022 £	Income £	Expenditure £	Balance at 31st December 2022 £
Unrestricted Funds				
General funds - all funds	34,989	136,499	(155,068)	16,420

Statement of Funds - Prior Year	Balance at 1st January 2021 £	Income £	Expenditure £	Balance at 31st December 2021 £
Unrestricted Funds	A 24,593	156,284	(145,888)	34,989
General funds - all funds				

Restricted Funds*

The Manifold Charitable Trust	5,000	0	(5,000)	0
Tesco Bags of Help	500	0	(500)	0
National Lottery Court Funding	5,150	0	(5,150)	0
National Lottery Court Disbursemer	4,575	0	(4,575)	0
Heart of Bucks	3,700	0	(3,700)	0
CAF Bank	3,848	0	(3,848)	0
Berkshire Community Foundation	2,500	0	(2,500)	0
	B 25,273	0	(25,273)	0
Total Funds	A + B 49,866	156,284	(171,161)	34,989

*Although a total of £25,273 had been brought forward at 1st January 2021 as restricted funds, investigation during the inspection of the 2021 accounts revealed that all the sums involved were unrestricted and so they were transferred to unrestricted funds as at 31st December 2021.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Notes to the Financial Statements for the year ended 31st December 2022
(Continued)**

15. Summary of Funds

Current Year

	Balance at 1st January 2022	Income	Expenditure	Balance at 31st December 2022
	£	£	£	£
General Funds	34,989	136,499	(155,068)	16,420
Total Funds	<u>34,989</u>	<u>136,499</u>	<u>(155,068)</u>	<u>16,420</u>

Prior Year

	Balance at 1st January 2021	Income	Expenditure*	Balance at 31st December 2021
	£	£	£	£
General Funds	24,593	156,284	(145,888)	34,989
Restricted Funds*	25,273	0	(25,273)	0
Total Funds	<u>49,866</u>	<u>156,284</u>	<u>(171,161)</u>	<u>34,989</u>

16. Analysis of Net Assets between Funds

	£	£
Tangible Fixed Assets	654	654
Current Assets	23,667	23,667
Creditors due within one year	(7,901)	(7,901)
	<u>16,420</u>	<u>16,420</u>

Prior Year

	Unrestricted Funds 2021*	Total Funds 2021*
	£	£
Tangible Fixed Assets	872	872
Current Assets	41,024	41,024
Creditors due within one year	(6,907)	(6,907)
	<u>34,989</u>	<u>34,989</u>

*Please see asterisked note at the bottom of Note 14 on page 15.

End of Report and Accounts

THAMES VALLEY FAMILY MEDIATION SERVICE LTD

England & Wales - Charity number 1112320

Accounts

Registered Company Number: 05434630 (England and Wales)

Registered Charity Number: 1112320

Report of the Trustees and
Unaudited Financial Statements for the Year ended
31st December 2021 for
Thames Valley Family Mediation Service Ltd
(A Company Limited by Guarantee)

Hugh Williams
HWBTS
20 Barra Close
Highworth
Wilts, SN67HX

Thames Valley Family Mediation Service Ltd

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Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Reference and Administrative Details of the Company, its Trustees and
Advisers**

For the Year ended 31st December 2021

Trustees: D. P. Darlow
R. M. Eynon
Lady Patten of Barnes
Lady C. L. M. Waldegrave
Mrs V. M. M. Lachkovic

Company Registered Number: 05434630

Charity Registered Number: 1112320

Registered Office: 102a High Street
Eton
Berks
SL4 6AF

**Independent
Examiner:** Hugh Williams
20 Barra Close
Highworth
Wilts
SN6 7HX

Bankers: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Trustees' Report for the Year ended 31st December 2021

1. Introductory

The trustees present their annual report together with the financial statements of the Thames Valley Family Mediation Service Ltd for the year ended 31st December 2021. The annual report serves the purposes of both a Trustees' Report and a Directors' Report under company law. The trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice Statement (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) effective 1st January 2019.

Since the Company qualifies as small under Section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

2. Objectives and Activities

a. Policies and Objectives

Objectives and Aims:

In setting objectives and planning for activities, the trustees have given due consideration to the general guidance published by the Charity Commission relating to public benefit, including the guidance: Public Benefit: Running a Charity (PB2).

The charity's objects are to alleviate the hardship and distress caused by the breakdown of family relationships and to preserve and protect the mental and physical health of all the family, in particular by assisting couples involved in separation or divorce to make future plans for themselves and their children. Additionally the charity seeks actively to promote the wellbeing of families affected by separation or divorce by providing allied support services for children, young people and parents.

b. Significant Activities, Achievements and Performance

To ensure we are discharging our responsibilities properly, the Trustees have maintained close scrutiny over the finances during the challenging times surrounding the pandemic and easing of lockdown restrictions – this has substantially affected the number of fee-paying clients using the service. We have provided more support under our Legal Aid contract than at any time in the last 6 years, but this is not as beneficial for our income and the contracted amount payable has not changed since 2004.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

We gratefully acknowledge the support we have received in kind or in value from the following organisations – this has ensured we have stayed a viable charity: Berkshire Community Foundation, Fitzwilliam Centre, Beaconsfield Heart of Bucks, Royal Borough of Windsor and Maidenhead, The National Lottery Awards for All, and The Privy Purse Charitable Trust.

We normally deliver from a number of outposts across the Thames Valley to ensure clients do not have to travel too far to receive a service (Amersham, Aylesbury, Beaconsfield, Bracknell, Eton, High Wycombe, Maidenhead, Reading and Uxbridge), but during this year we have again mainly delivered mediation online using Zoom, occasionally delivering at one of these venues when Government pandemic guidelines permitted and to meet specific client requests.

Our administration team has mainly worked remotely to meet government guidelines on working from home where possible and we are thankful that we transitioned to a cloud server and VoIP to support this.

Our valuable work in Slough Family Court, funded by a grant from The National Lottery, sadly had to end. In these difficult economic times, with many people experiencing personal hardship, grant providers are understandably prioritising funding applications that support charities working to provide basic needs.

The Trustees gratefully acknowledge that it is only the continued dedication and commitment of all involved with Thames Valley Family Mediation Service and all who support it practically that has enabled the successes above to be achieved.

3. Financial Review

a. Going Concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operation for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves Policy

Reserves in the financial statements are currently £34,989 (2020 - £49,866). All reserves represent unrestricted and restricted funds, when applicable, and are held:

- In furtherance of the charity's objectives in the short terms
- To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice,

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

- To cover administration, fund-raising and support costs, without which the charity could not function.

4. Structure, Government and Management

a. Constitution

Thames Valley Family Mediation Service Limited is registered as a charitable company limited by guarantee and was set up by a trust deed.

b. Method of appointment or election of Trustees

The trustees (who are the directors of the company for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom and Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year or period. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles of the Charities SORP (FRS 102).
- Make judgements and accounting estimates that are reasonable and prudent.
- State whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the accounting statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the Board of Trustees and signed on their behalf by:

Lady Patten of Barnes, *Lauren de Patten* Date 4/7/2022

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Thames Valley Family Mediation Service Limited (The Company)

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st December 2021.

Responsibilities and basis of the Report

As the trustees of the company (and 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 the company's accounts 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) of the 2011 Act.

Independent Examiner's Statement

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

1. Accounting records were not kept in respect of the company as required by Section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of Section 396 of the 2006 Act, other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice (SORP) for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the financial Reporting Standard 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. Having said that, and, while this is in no way a qualification to my report, readers of these accounts should be aware of Note 2.n. on page 11. which explains and clarifies

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

the treatment of the restricted funds that were erroneously included as such in the accounts to 31st December 2020.

This report is made solely to the company's trustees, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law I do not accept or assume responsibility to anyone other than the company and the company's trustees as a body, for my work or for this report.

Signed HM Williams Hugh Williams

Dated 7th July 2022.

Hugh Williams, 20 Barra Close, Highworth, Wilts, SN6 7HX

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Statement of Financial Activities (Incorporating Income and Expenditure Account) for the Year ended 31st December 2021

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Income from:					
Donations and Legacies	3	560	0	560	50,288
Other Charitable Activities	4	155,720	0	155,720	162,953
Investments	5	4	0	4	20
Total Income	A	156,284	0	156,284	213,261
Expenditure on:					
Charitable Activities	6	171,161	0	171,161	177,366
Total Expenditure	B	171,161	0	171,161	177,366
Net Movement in Funds	A-B	(14,877)	0	(14,877)	35,895
Reconciliation of Funds					
Total funds brought forward		24,593	25,273	49,866	13,971
Transfers between funds		25,273	(25,273)	0	0
Movement in funds per above		(14,877)	0	(14,877)	35,895
Total Funds carried forward		34,989	0	34,989	49,866

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 9-16 form part of these financial statements.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Balance Sheet as at 31st December 2021

	Note	2021	2020
		£	£
Fixed Assets			
Tangible Assets	11	872	1,163
Current Assets			
Debtors	12	10,009	2,978
Cash at bank and in hand		<u>31,015</u>	<u>57,002</u>
		41,024	59,980
Current Liabilities			
Creditors, amounts falling due within one year	13	<u>(6,907)</u>	<u>(11,277)</u>
Net Current Assets		34,117	48,703
Total Net Assets		<u><u>£34,989</u></u>	<u><u>£49,866</u></u>
Charity Funds			
Restricted Funds	2.n., 14 and 15	0	25,273
Unrestricted Funds	14 and 15	34,989	24,593
		<u><u>£34,989</u></u>	<u><u>£49,866</u></u>

The Company was entitled to exemption from audit under Section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with Section 476 on the Companies Act 2006.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The financial statements were approved and authorised for issue by the trustees and signed on their behalf by:

Lady Patten *Lauren Patten* Date 4/7/2022

The notes on pages 9-16 form part of these financial statements.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2021

1. General Information

Thames Valley Mediation Services Limited is a company and charity, limited by guarantee, registered in England and Wales. The company and charity registered numbers and registered offices can be found on page 1.

The presentation currency of the financial statements is the Pound Sterling (£).

2. Accounting Policies

a. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with Charities SORP (FRS 102) accounting and reporting by charities: Statement of recommended accounting practice applicable to charities preparing their accounts in accordance with the Financial and Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the Companies Act 2006.

Thames Valley Family Mediation Service Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are officially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

b. Critical accounting judgements and key sources of estimation uncertainty

Management makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions by definition seldom equal the related actual results. There are no estimates and assumptions that have significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial period.

c. Income

All income is recognised once the company has entitlement to the income, it is probable the income will be received and the amount of income receivable can be measured reliably.

d. Expenditure

Expenditure is recognised once there is a legal and constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs in undertaking each activity. Direct costs attributable to a single activity are allocated to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

e. Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company. This is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

f. Taxation

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

**Notes to the Financial Statements for the year ended 31st December 2021
(Continued)**

g. Tangible Fixed Assets and Depreciation

Tangible fixed assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives. Depreciation is provided on the following basis: Plant and Machinery: 25% Reducing balance basis.

h. Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i. Cash at Bank and in Hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

j. Liabilities and Provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payment for goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

k. Financial Instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans, when applicable, which are subsequently measured at amortised cost using the effective instrument method.

l. Pensions

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

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Notes to the Financial Statements for the year ended 31st December 2021
(Continued)**

m. Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the company and which have not been designated for other 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 company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The charity currently holds no restricted funds but, when held, the aim and use of each restricted fund is set out in the notes to the financial statements.

n. Restricted Funds

When the documentation supporting certain sizeable donations received in 2020 was examined, it became clear that none should have been classified as restricted. Accordingly, the balances held in these funds have been allocated to expenditure in 2021, with the result that none are now shown as restricted funds.

3 Income from Donations and Legacies	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Donations	560	0	560	45,620
Similar incoming resources	0	0	0	4,668
	560	0	560	50,288
Totals 2020	17,665	32,623	50,288	
 4 Income from Charitable Activities	 Unrestricted Funds 2021 £	 Restricted Funds 2021 £	 Total Funds 2021 £	 Total Funds 2020 £
Mediation services	155,720	0	155,720	162,953
Total 2020	162,953	0	162,953	
 5 Investment Income	 Unrestricted Funds 2021 £	 Restricted Funds 2021 £	 Total Funds 2021 £	 Total Funds 2020 £
Investment income	4	0	4	20

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Notes to the Financial Statements for the year ended 31st December 2021
(Continued)**

6. Analysis of Expenditure on Charitable Activities

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Mediation Services	171,161	0	171,161	177,366
Total 2020	170,016	7,350	177,366	

7. Analysis of Expenditure by Activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Mediation services	156,791	14,370	171,161	177,366
Total 2020	148,023	29,343	177,366	

Analysis of Direct Costs

	Mediation Services 2021 £	Total Funds 2021 £	Total Funds 2020 £
Staff costs	45,734	45,734	41,572
Postage and telephone	1,636	1,636	830
Printing and stationery	306	306	129
Mediation fees	62,068	62,068	52,687
Management fees and supervision	46,284	46,284	51,403
Travelling	472	472	820
Depreciation	291	291	582
	<u>156,791</u>	<u>156,791</u>	<u>148,023</u>

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Notes to the Financial Statements for the year ended 31st December 2021
(Continued)**

Analysis of Support Costs	Mediation Services 2021 £	Total Funds 2021 £	Total Funds 2020 £
Office Rental	4,930	4,930	12,688
Insurance	782	782	1,034
Light and heat	1,098	1,098	790
Advertising	40	40	350
Sundry expenses	47	47	1,311
Affiliation fees	1,198	1,198	1,399
Property repairs and maintenance	6	6	0
Bank and credit card charges	881	881	1,253
Computer expenses	2,737	2,737	3,964
Equipment hire	360	360	749
Accountancy and legal fees	2,291	2,291	5,805
	14,370	14,370	29,343

8. Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £1,800. (2020 £2,650.)

9. Staff Costs

	2021 £	2020 £
Wages and salaries	43,243	38,928
Contribution to defined pension schemes	2,491	2,644
	45,734	41,572

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

No	No
3	2

10. Trustees Remuneration and Expenses

During the year no trustee received any remuneration or other benefits (2020 – £Nil).

During the year no trustees' expenses have been incurred (2020 – £Nil.)

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2021
(Continued)

11. Tangible Fixed Assets	Plant and Machinery £	
Cost or valuation		
1st January 2021	5,177	
Purchases (sales) during the year	<u>0</u>	
31st December 2021	<u><u>5,177</u></u>	
 Depreciation		
1st January 2021	4,014	
Charge for the year	<u>291</u>	
31st December 2021	<u><u>4,305</u></u>	
 Net Book Value		
1st January 2021	<u><u>1,163</u></u>	
31st December 2021	<u><u>872</u></u>	
 12. Debtors		
	2021	2020
	£	£
Due within one year		
Prepayments and accrued income	10,009	2,978
	<u>10,009</u>	<u>2,978</u>
 13. Creditors: amounts falling due within one year		
	2021	2020
	£	£
Trade Creditors	3,640	4,237
Taxation and Social Security	1,467	1,515
Accruals and deferred income	1,800	5,525
	<u>6,907</u>	<u>11,277</u>

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

**Notes to the Financial Statements for the year ended 31st December 2021
(Continued)**

14. Statement of Funds

Statement of Funds - Current Year	Balance at 1st January 2021 £	Income £	Expenditure* £	Balance at 31st December 2021 £
Unrestricted Funds				
General funds - all funds	D 24,593	156,284	(145,888)	34,989
Restricted Funds*				
The Manifold Charitable Trust	5,000	0	(5,000)	0
Tesco Bags of Help	500	0	(500)	0
National Lottery Court Funding	5,150	0	(5,150)	0
National Lottery Court Disbursement	4,575	0	(4,575)	0
Heart of Bucks	3,700	0	(3,700)	0
CAF Bank	3,848	0	(3,848)	0
Berkshire Community Foundation	2,500	0	(2,500)	0
	E 25,273	0	(25,273)	0
Total Funds	D+E 49,866	156,284	(171,161)	34,989

Statement of Funds - Prior Year	Balance at 1st January 2020 £	Income £	Expenditure* £	Balance at 31st December 2020 £
Unrestricted Funds				
General funds - all funds	F 13,971	180,638	(170,016)	24,593
Restricted Funds*				
The Manifold Charitable Trust	0	5,000	0	5,000
Tesco Bags of Help	0	500	0	500
National Lottery Court Funding	0	8,900	(3,750)	5,150
National Lottery Court Disbursement	0	6,375	(1,800)	4,575
Heart of Bucks	0	4,000	0	4,000
CAF Bank	0	3,848	(300)	3,548
Berkshire Community Foundation	0	4,000	(1,500)	2,500
	G 0	32,623	(7,350)	25,273
Total Funds	F+G 13,971	213,261	(177,366)	49,866

* Please refer to Note 2.n on page 11.

Thames Valley Family Mediation Service Ltd
A Company Limited by Guarantee

Notes to the Financial Statements for the year ended 31st December 2021
(Continued)

15. Summary of Funds

Current Year	Balance at 1st January 2021	Income	Expenditure*	Balance at 31st December 2021
	£	£	£	£
General Funds	24,593	156,284	(145,888)	34,989
Restricted Funds - all Funds*	25,273	0	(25,273)	0
Total Funds	49,866	156,284	(171,161)	34,989

Prior Year	Balance at 1st January 2020	Income	Expenditure*	Balance at 31st December 2020
	£	£	£	£
General Funds	13,971	180,638	(170,016)	24,593
Restricted Funds*	0	32,623	(7,350)	25,273
Total Funds	13,971	213,261	(177,366)	49,866

16. Analysis of Net Assets between Funds

Current Year	Unrestricted Funds 2021	Restricted Funds* 2021	Total Funds 2021
	£	£	£
Tangible Fixed Assets	872	0	872
Current Assets	41,024	0	41,024
Creditors due within one year	(6,907)	0	(6,907)
	34,989	0	34,989

Prior Year	Unrestricted Funds 2020	Restricted Funds* 2020	Total Funds 2020
	£	£	£
Tangible Fixed Assets	1,163	0	1,163
Current Assets	34,707	25,273	59,980
Creditors due within one year	(11,277)	0	(11,277)
	24,593	25,273	49,866

* Please refer to Note 2.n. on page 11.

End of Report and Accounts

THAMES VALLEY FAMILY MEDIATION SERVICE LTD

England & Wales - Charity number 1112320

Accounts

Company registration number: 05434630
Charity number: 1112320

TRUSTEES' REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2020

THAMES VALLEY FAMILY
MEDIATION SERVICE
LIMITED
(A company limited by
guarantee)

THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED

(A company limited by guarantee)

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THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED

(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2020

Trustees D P Darlow
R M Eynon
Lady Patten of Barnes
Lady C L M Waldegrave
Ms V M M Lachkovic

Company registered number 05434630

Charity registered number 1112320

Registered office Centrum House
Station Road
Egham
Surrey
TW20 9LF

Accountants Menzies LLP
Centrum House
36 Station Road
Egham
Surrey
TW20 9LF

Bankers CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees present their annual report together with the financial statements of the Thames Valley Family Mediation Services Limited for the year ended 31 December 2020. The annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

Objectives and aims

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.¹

The charity's objects are to alleviate the hardship and distress caused by the breakdown of family relationships and to preserve and protect the mental and physical health of all the family, in particular by assisting couples involved in separation or divorce to make future plans for themselves and their children. The charity additionally seeks to actively promote the wellbeing of families affected by separation or divorce by providing allied support services for children, young people and parents.

THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Objectives and activities (continued)

b. Significant activities, achievements and performance.

To ensure we are discharging our responsibilities properly, the Trustees have maintained monthly scrutiny over the finances during the challenging Covid lockdown times which substantially affected the number of clients using the service.

This year we have been reliant on grants and donations to ensure we survived the financial challenges that Covid-19 presented to many organisations. We gratefully acknowledge the support we have received in kind or in value from the following organisations:

- Amersham District Council
- Berkshire Community Foundation
- CAF Coronavirus Emergency Fund
- Fitzwilliam Centre, Beaconsfield
- Heart of Bucks
- In Kind Direct
- Royal Borough of Windsor and Maidenhead
- St Peter's Church, Maidenhead
- Tesco Bags of Help COVID-19 Communities Fund
- The Hub, High Wycombe
- The Manifold Trust
- The National Lottery Awards for All
- The Privy Purse Charitable Trust.

Our mediator team and our staff team also pledged their support to the vital service we provide, taking cuts in pay and providing services for free.

We normally deliver from a number of outposts across the Thames Valley to ensure clients do not have to travel too far to receive a service (Amersham, Aylesbury, Beaconsfield, Bracknell, Eton, High Wycombe, Maidenhead, Reading and Uxbridge), but during lockdown we transitioned smoothly and quickly to providing mediation on-line using Zoom. A few clients have specifically requested in-person delivery and this has taken place, as and when Government guidelines have permitted.

We have invested in a VoIP service to allow other staff team to work remotely until normal working practices are permitted. Mediators have also been attending the Slough Family Court virtually most weeks with the majority of this non-fee generating work also supported by a grant from The National Lottery.

The Trustees gratefully acknowledge that it is only the continued dedication and commitment of all involved with TVFMS and all who support it practically that has enabled the successes above to be achieved.

Achievements and performance

Financial review

a. Going concern.

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

b. Reserves policy

Reserves in the financial statements are currently £49,866 (2019 - £13,971). All reserves represent unrestricted and restricted funds and are held:

- In furtherance of the charity's objectives in the short term
- To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice; and
- To cover administration, fund raising and support costs without which the charity could not function.

Structure, governance and management

a. Constitution

Thames Valley Family Mediation Service Limited is registered as a charitable company limited by guarantee and was set up by a Trust deed

b. Methods of appointment or election of Trustees

The management of the Company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

Statement of Trustees' responsibilities

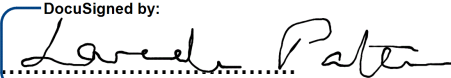
The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

DocuSigned by:

.....
D16869BBD0324F8...
Lady Patten of Barnes

Date: 18-Sep-2021

THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED

(A company limited by guarantee)

MENZIES
BRIGHTER THINKING

INDEPENDENT EXAMINER'S REPORT

Independent examiner's report to the Trustees of Thames Valley Family Mediation Service Limited ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

Responsibilities and basis of report

As the Trustees of the Company (and 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 the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

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

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

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:

DocuSigned by:
Janice Matthews
634F24DE92A4471...

Dated: 20-Sep-2021

Janice Matthews

Menzies LLP
Centrum House
36 Station Road
Egham
Surrey
TW20 9LF

THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED

(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	3	17,665	32,623	50,288	3,880
Charitable activities:	4				
Other charitable activities		162,953	-	162,953	169,138
Investments	5	20	-	20	52
Total income		180,638	32,623	213,261	173,070
Expenditure on:					
Charitable activities	6	170,016	7,350	177,366	199,089
Total expenditure		170,016	7,350	177,366	199,089
Net movement in funds		10,622	25,273	35,895	(26,019)
Reconciliation of funds:					
Total funds brought forward		13,971	-	13,971	39,990
Net movement in funds		10,622	25,273	35,895	(26,019)
Total funds carried forward		24,593	25,273	49,866	13,971

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 8 to 17 form part of these financial statements.

THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED
(A company limited by guarantee)
REGISTERED NUMBER: 05434630

BALANCE SHEET
AS AT 31 DECEMBER 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	11	1,163	1,745
		<u>1,163</u>	<u>1,745</u>
Current assets			
Debtors	12	2,978	929
Cash at bank and in hand		57,002	19,181
		<u>59,980</u>	<u>20,110</u>
Creditors: amounts falling due within one year	13	(11,277)	(7,884)
Net current assets		<u>48,703</u>	<u>12,226</u>
Total assets less current liabilities		<u>49,866</u>	<u>13,971</u>
Total net assets		<u>49,866</u>	<u>13,971</u>
Charity funds			
Restricted funds	14	25,273	-
Unrestricted funds	14	24,593	13,971
Total funds		<u>49,866</u>	<u>13,971</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

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

.....
 Lady Patten of Barnes

Date: 18-Sep-2021

The notes on pages 8 to 17 form part of these financial statements.

THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. General information

Thames Valley Mediation Services Limited is a company and charity, limited by guarantee, registered in England and Wales. The company and charity registered numbers and registered offices can be found in the Trustees Report.

The presentation currency of the financial statements is the Pound Sterling (£).

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Thames Valley Family Mediation Service Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Critical accounting judgements and key sources of estimation uncertainty

Management make estimates and assumptions concerning the future. The resulting accounting estimates and judgements by definition, seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial period.

2.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Taxation

The charity is exempt from corporation tax on its charitable activities

THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £NIL or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives .

Depreciation is provided on the following basis:

Plant and machinery	-	25% Straight Line Method.
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2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the statement of financial activities as a finance cost.

2.11 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.12 Pensions

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

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

2. Accounting policies (continued)

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other 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 Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	12,997	32,623	45,620	3,880
Similar incoming resources	4,668	-	4,668	-
	<u>17,665</u>	<u>32,623</u>	<u>50,288</u>	<u>3,880</u>
<i>Total 2019</i>	<u>280</u>	<u>3,600</u>	<u>3,880</u>	

4. Income from charitable activities

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from charitable activities - Mediation services	162,953	162,953	169,138
	<u>162,953</u>	<u>162,953</u>	<u>169,138</u>

5. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Investment income	20	20	52
	<u>20</u>	<u>20</u>	<u>52</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

5. Investment income (continued)

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Mediation services	170,016	7,350	177,366	199,089
<i>Total 2019</i>	<i>195,684</i>	<i>3,405</i>	<i>199,089</i>	

7. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Mediation services	148,023	29,343	177,366	199,089
<i>Total 2019</i>	<i>157,214</i>	<i>41,875</i>	<i>199,089</i>	

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Mediation services 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Staff costs	41,572	41,572	46,727
Postage and telephone	830	830	1,008
Printing and Stationery	129	129	218
Mediation Fees	52,687	52,687	62,648
Management fees/ Supervision	51,403	51,403	43,507
Travelling	820	820	2,286
Training	-	-	238
Depreciation	582	582	582
	<u>148,023</u>	<u>148,023</u>	<u>157,214</u>

Analysis of support costs

	Mediation services 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Office rental	12,688	12,688	18,978
Insurance	1,034	1,034	1,020
Light and heat	790	790	1,635
Advertising	350	350	2,859
Sundry expenses	1,311	1,311	1,056
Affiliation Fees	1,399	1,399	5,172
Property repairs and maintenance	-	-	2,011
Bank and credit card charges	1,253	1,253	1,515
Computer expenses	3,964	3,964	4,074
Equipment Hire	749	749	660
Accountancy and legal fees	5,805	5,805	2,895
	<u>29,343</u>	<u>29,343</u>	<u>41,875</u>

8. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £2,650 (2019 - £2,580).

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

9. Staff costs

	2020 £	2019 £
Wages and salaries	38,928	44,081
Contribution to defined contribution pension schemes	2,644	2,646
	<u>41,572</u>	<u>46,727</u>

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

	2020 No.	2019 No.
Administration and support	<u>2</u>	<u>3</u>

No employee received remuneration amounting to more than £60,000 in either year.

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 December 2020, no Trustee expenses have been incurred (2019 - £NIL).

11. Tangible fixed assets

	Plant and machinery £
Cost or valuation	
At 1 January 2020	5,177
At 31 December 2020	<u>5,177</u>
Depreciation	
At 1 January 2020	3,432
Charge for the year	582
At 31 December 2020	<u>4,014</u>

THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

11. Tangible fixed assets (continued)

	Plant and machinery £
Net book value	
At 31 December 2020	1,163
	<u>1,163</u>
At 31 December 2019	1,745
	<u>1,745</u>

12. Debtors

	2020 £	2019 £
Due within one year		
Prepayments and accrued income	2,978	929
	<u>2,978</u>	<u>929</u>
	<u>2,978</u>	<u>929</u>

13. Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	4,237	-
Other taxation and social security	1,515	940
Accruals and deferred income	5,525	6,944
	<u>11,277</u>	<u>7,884</u>
	<u>11,277</u>	<u>7,884</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

14. Statement of funds

Statement of funds - current year

	Balance at 1 January 2020 £	Income £	Expenditure £	Balance at 31 December 2020 £
Unrestricted funds				
General Funds - all funds	13,971	180,638	(170,016)	24,593
Restricted funds				
The Manifold Charitable Trust	-	5,000	-	5,000
Tesco Bags of Help	-	500	-	500
National Lottery Court Funding	-	8,900	(3,750)	5,150
National Lottery Court Disbursement	-	6,375	(1,800)	4,575
Heart of Bucks	-	4,000	(300)	3,700
CAF Bank	-	3,848	-	3,848
Berkshire Community Foundation	-	4,000	(1,500)	2,500
	-	32,623	(7,350)	25,273
Total of funds	13,971	213,261	(177,366)	49,866

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

14. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 January 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 December 2019 £</i>
Unrestricted funds					
General Funds - all funds	39,444	169,470	(195,684)	741	13,971
Restricted funds					
Restricted Funds - all funds	546	3,600	(3,405)	(741)	-
Total of funds	39,990	173,070	(199,089)	-	13,971

15. Summary of funds

Summary of funds - current year

	Balance at 1 January 2020 £	Income £	Expenditure £	Balance at 31 December 2020 £
General funds	13,971	180,638	(170,016)	24,593
Restricted funds	-	32,623	(7,350)	25,273
	13,971	213,261	(177,366)	49,866

Summary of funds - prior year

	<i>Balance at 1 January 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 December 2019 £</i>
General funds	39,444	169,470	(195,684)	741	13,971
Restricted funds	546	3,600	(3,405)	(741)	-
	39,990	173,070	(199,089)	-	13,971

THAMES VALLEY FAMILY MEDIATION SERVICE LIMITED

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

16. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	1,163	-	1,163
Current assets	34,707	25,273	59,980
Creditors due within one year	(11,277)	-	(11,277)
Total	<u>24,593</u>	<u>25,273</u>	<u>49,866</u>

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	1,745	1,745
Current assets	20,110	20,110
Creditors due within one year	(7,884)	(7,884)
Total	<u>13,971</u>	<u>13,971</u>