

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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**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.

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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,

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- 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 Patten* Date 4/7/2022

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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

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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

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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.

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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>£34,989</u>	<u>£49,866</u>
Charity Funds			
Restricted Funds	2.n., 14 and 15	0	25,273
Unrestricted Funds	14 and 15	34,989	24,593
		<u>£34,989</u>	<u>£49,866</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.

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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.

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

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**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
	156,791	156,791	148,023

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**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
	<u>14,370</u>	<u>14,370</u>	<u>29,343</u>

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
	<u>45,734</u>	<u>41,572</u>

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.)

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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

Due within one year

Prepayments and accrued income

2021	2020
£	£
10,009	2,978
<u>10,009</u>	<u>2,978</u>

13. Creditors: amounts falling due within one year

Trade Creditors
Taxation and Social Security
Accruals and deferred income

2021	2020
£	£
3,640	4,237
1,467	1,515
1,800	5,525
<u>6,907</u>	<u>11,277</u>

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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	F	13,971	180,638	(170,016)	24,593
General funds - all funds					
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.

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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