

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
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 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

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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.

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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

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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 _____

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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 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.

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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

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

All Funds are unrestricted			
		Total Funds 2023 £	Total Funds 2022 £
	Note		
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.

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Balance Sheet as at 31st December 2023

	Note	2023 £	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.

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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.

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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.

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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
	<u>1,517</u>	<u>6,952</u>

4 Income from Charitable Activities

	Total Funds 2023 £	Total Funds 2022 £
Mediation services	<u>161,577</u>	<u>129,458</u>

5 Investment Income

	Total Funds 2023 £	Total Funds 2022 £
Investment income	<u>140</u>	<u>89</u>

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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>

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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).

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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	<u>0</u>
31st December 2023	<u><u>5,177</u></u>

Depreciation

1st January 2023	4,523
Charge for the year	<u>163</u>
31st December 2023	<u><u>4,686</u></u>

Net Book Value

1st January 2023	<u><u>654</u></u>
31st December 2023	<u><u>491</u></u>

12. Debtors

2023 2022
£ £

Due within one year

Prepayments and accrued income	4,753	10,837
	<u>4,753</u>	<u>10,837</u>

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
	<u>6,880</u>	<u>7,901</u>

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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