

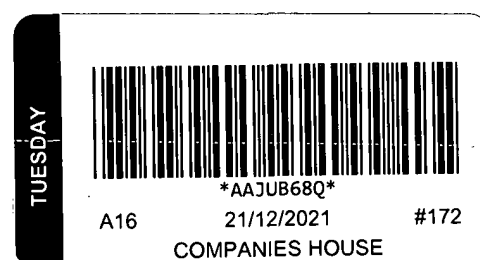
Charity number: 1142334
Company number: 07522878

BERKSHIRE FAMILY MEDIATION
(A company limited by guarantee)

Financial Statements

Year ended 31 March 2021

Restricted



BERKSHIRE FAMILY MEDIATION
A company limited by guarantee

Annual Report and Financial Statements for the year ended 31 March 2021

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BERKSHIRE FAMILY MEDIATION
A company limited by guarantee

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name: Berkshire Family Mediation

Charity registration number: 1142334

Company registration number: 07522878

Principal & Registered Office: The Chester Suite,
Davidson House
Forbury Square
Reading
Berkshire, RG1 3EU

Key management personnel:

Management Committee:

Richard Palmer	Trustee (resigned 31.12.2020)
Sally Wood	Trustee (appointed 15.07.2020)
Mark Penston	Trustee
Alan Meechan	Trustee
Aideen Mattimore	Director

Secretary: Asim Khalid

Director of Services: Richard Palmer (resigned 31.12.2020)

Operations Manager: Sue Whiteley

Bankers: Lloyds TSB Plc
1 Market Place
Reading
Berkshire

Independent Examiner: Patrick Walsh

BERKSHIRE FAMILY MEDIATION
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Report of the Management Committee for the year ended 31 March 2021

The Management Committee present their report and the financial statements for the year ended 31 March 2021.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 9 February 2011, registered as a charity on 9 June 2011. The company was established under a Memorandum of Association which established the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Objects

The objects of the charity are to provide assistance through mediation for couples going through separation and divorce or couples who are separating and have unresolved matters to be settled. These matters can relate to property and financial issues and to parenting issues such as where children will live and the time they spend with each parent.

Organisation

Berkshire Family Mediation (BFM) has a Management Committee made up of the Trustees and Directors of the company. Additional members, who will not necessarily be Directors, attend Management Committee meetings in an advisory capacity.

It is proposed that the Management Committee will meet quarterly.

The Chairman will be responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Operations Manager has responsibility for the day to day management of the charity.

Sally Wood, a local solicitor and specialist Family Practitioner, took over as Chairperson in January 2021. Sally Wood has significant experience in mediation, the Family Court and the legal process, which will assist with furthering the aims of Berkshire Family Mediation.

Activities and Achievements

In April and May, the organisation saw a decline in numbers because of the COVID-19 pandemic. Due to technology, the mediators were successful in their efforts to continue running appointments via Zoom.

Despite remote appointments becoming the more usual practice during the pandemic, it has been necessary to keep a meeting room through Regus to enable the mediators to offer face-to-face appointments. This is primarily so that the organisation remains compliant with the requirements of the Legal Aid contract. Under contingency provisions introduced during the pandemic, it was possible to offer 100% of appointments remotely. The FMC has announced that from the end of September this will change and the client in person must sign 50% of all Legal Help applications. This is being contested by the FMC as it is difficult for any organisation offering a hybrid service of face-to-face and remote appointments to be able to assess when the 50% requirement has been reached. It does however mean that retaining premises is essential.

The organisation has retained one large office through Regus compared to the previous two smaller offices. This change has partly been imposed by Regus and partly due to the pandemic.

Compared with the previous year Mediation, Information and Assessment meetings (MIAMS) have decreased by 14% and there has been a 21% reduction in joint meetings. However, Legal Aid claims have increased by 22%. Due to the economic uncertainty generated by the pandemic, the organisation saw a huge reduction in financial cases.

Report of the Management Committee for the year ended 31 March 2021 (continued)

BFM retains a compliment of four mediators operating from offices in Reading and Newbury. Mediator Bernadette Davis who was operating in Newbury retired at the end of June 2021 .A new mediator Jill Redshaw was appointed shortly thereafter and started work in July 2021. As the mediators have been able to operate via Zoom, this has also attracted clients from outside of the area and from different areas of the country.

Financial Review and Policies

The main sources of income during the year were fees from mediators and where eligibility allows via Legal Aid funding.

The main items of expenditure are Office rental space, secure IT systems, telephone, PPC cost & Managers fees, insurance, website and Independent Examiner's Fee.

The trustees and other members of the Management Committee continue to monitor the results and workings of the new business model which was adopted with the move to Forbury Square in August 2018. The business model's aim was to reduce the overheads of personnel from BFM and for BFM to become a service provider to self-employed mediators. The new model has resulted in the contracted Mediators receiving a higher level of income from clients with the Charity only taking fees to cover items of expenditure to cover ongoing costs as well as maintaining a reserve to safeguard the future going concern of the charitable Company and meet some of its charitable aims. This change of income for BFM is reflected in the financial statements with a considerable reduction in income to the charity as expected and planned. The charity, BFM, will maintain a surplus of funds sufficient to meet its obligations as a not for profit organisation and continue to deliver a mediation service.

The Management Committee is aware of the Charity Code of Governance and its principles, and how they affect the Charity.

Public Benefit

In planning the activities of the charity, the trustees have given due consideration to Charity Commission published guidance on the operation of the Public Benefit requirement.

The primary aim of family mediation is to help couples involved in the process of separation and divorce, to reach agreements or reduce the area of intensity of conflict between them, especially in disputes concerning children.

In the short term, the objective of mediation is to help parents to reach a workable settlement which takes account of the needs of the children and adults involved.

The longer term objective is to help both parents:

- to maintain their relationship with their children
- to achieve a cooperative plan for their children's welfare.
- to offer child inclusive mediation so that the voice of the child is heard.

The service is able to offer appointments in Reading and in Newbury to cover the communities of Reading, West Berkshire, Wokingham and Bracknell and has extended its reach into parts of Oxfordshire. In addition, the organisation will continue to offer remote appointments via Zoom thereby extending services to wider parts of the country. Referrals from Court can be dealt with quickly and efficiently. Clients can refer themselves for services. Referrals are also taken from solicitors. Clients outside of this area are welcome if they wish to meet in Reading.

The service offers a cheaper and quicker way of resolving disputes and is an alternative to protracted and costly legal proceedings. Since April 2012, when public funding for legal advice in private law cases ended, the provision of non-court dispute resolution services has been vital for families unable to afford legal advice. Legal aid is still available for mediation so, for clients on a low income who qualify for legal aid, the Charity through the legal aid contract it holds can offer mediation free of fees.

Report of the Management Committee for the year ended 31 March 2021 (continued)

Reserves Policy and Going Concern

The trustees have examined the charities requirements for reserves in light of the main risks to the organisation. It has established a policy whereby, the unrestricted funds not committed or invested, held by the charity should be between 6 and 9 months normal charity expenditure.

The trustees are committed to the changes made from 1st September 2018 and will ensure that sufficient funds will be maintained to cover net outgoings, at the current rate, for the foreseeable future, and in particular for a period of at least twelve months from the date the financial statements for the year ended 31 March 2021 and are approved by the directors.

Management Committee Induction and Training

The Management Committee has been chosen from people who have qualifications and experience that will be of assistance in managing and running the charity. Additional training could be available should the Management Committee require it.

Plans for Future Periods

The Management Committee will continue to hold 'virtual- zoom' meetings on a quarterly basis, in order to review the trading volumes each month versus expenditure.

In terms of plans for the organisation, these include investment for the future, including whether to use surplus income to employ a trainee. With respect to challenges, there is the risk that the organisation could be restricted on the volume of Legal Aid work by having to operate from one room to offer face-to-face appointments. There is also concern amongst the mediators about the potential vulnerability of the organisation due to the contractual agreement with Regus with respect to the office space. Mediators pay for the premises and if a mediator leaves, their financial obligation with respect to the office space needs to be "picked up" by the remaining mediators. The management committee is currently considering how to protect the organisation from future risks

A regular watch continues to be made for possible government funding opportunities for relevant Mediation projects.

Responsibilities of the Management Committee

The Management Committee is responsible for preparing the management committee's annual 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 Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing those financial statements the Management Committee is required to:

- select suitable accounting policies and apply them consistently;
- observe the method and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charitable company will continue in operation.

The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company to enable them to ensure that the financial statements comply with the Companies Act 2006.

BERKSHIRE FAMILY MEDIATION
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Report of the Management Committee for the year ended 31 March 2021 (continued)

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

The Charity operates an online accounting system through 'Xero' which provides Financial Accounting Software and Online Bookkeeping. This system allows accounting integrity with improved reporting functions and is accepted by the Charities Auditors.

In so far as the Management Committee is aware:

- There is no relevant accounting information of which the charitable company's Accountant is unaware; and
- The Management Committee has taken all steps that they ought to have taken to make themselves aware of any relevant accounting information and to establish that the accountant is aware of that information.

The Management Committee is responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislations in other jurisdictions.

Tax Status

The company is a registered charity. It has no liability to corporation tax on any of its sources of income or any chargeable gains realised to date, to the extent that it is applied to its charitable objectives. No tax charges have arisen.

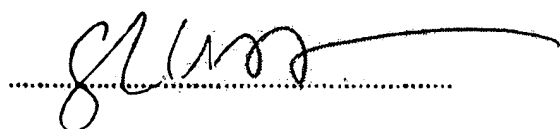
Risk Management

The Management Committee has conducted a review of the major risks to which the charity is exposed. At the present time the charity continues to look for alternative funding sources due to the uncertainty of long-term funding from the Legal Aid Agency. Other risks to which the charity may be exposed such as the current COVID-19 pandemic are discussed during committee meetings and plans to minimise these risks are recorded in the minutes of those meetings.

Independent Examiners

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Management Committee on 24 November 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Sally Wood', is written over a horizontal dotted line.

Sally Wood
Director
on behalf of the Management Committee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BERKSHIRE FAMILY
MEDIATION**

I report to the charity's Trustees on the accounts of the company for the year ended 31 March 2021, which are set out on pages 7 to 14.

Responsibilities and basis for report

As the charity's trustees of the Company (and also its directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

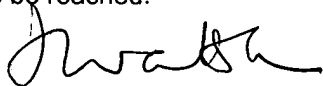
I report in respect of my examination of your charity's accounts as carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination and 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 accordance with Section 130 of the Charities Act; or
2. the accounts do not accord with the accounting records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Patrick Walsh, FCA

Date: 11/12/2021

BERKSHIRE FAMILY MEDIATION
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Statement of Financial Activities
(incorporating the Income and Expenditure Account)
For the year ended 31 March 2021

	Notes	Total Unrestricted Funds 2021 £	2020 £
Income			
Activities in furtherance of the charity's objectives			
Donations and Legacies	2	167	200
Charitable Activities	3	62,429	62,302
Total income		62,596	62,502
Expenditure			
Charitable Expenditure			
Direct Costs	4	55,355	60,988
Total expenditure		55,355	60,988
Net Income		7,241	1,514
Fund balances brought forward at 1 April 2020		21,315	19,801
Total funds carried forward at 31 March 2021		28,556	21,315

The statement of financial activities relates to continuing operations.

The charitable company has no recognised gains or losses other than the net movement in funds for the year.

BERKSHIRE FAMILY MEDIATION
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Balance Sheet as at 31 March 2021

	Notes	2021 £	Total Funds 2020 £
Fixed assets	5	2,548	789
Current assets			
Debtors	6	13,752	16,575
Cash at Bank		17,262	9,205
Cash in Hand		183	183
		31,197	25,963
Creditors amounts falling due within 1 year	7	5,189	5,437
Net Current assets		26,008	20,526
Total net assets		28,556	21,315
Represented by – Unrestricted funds		28,556	21,315

The Management Committee are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

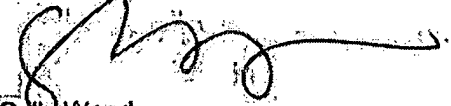
The Management Committee acknowledge their responsibilities for:

- (i) ensuring that the charitable company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its results for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charitable company.

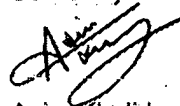
These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Management Committee on 24 November 2021.

Director


Sally Wood

Secretary


Asim Khalid

BERKSHIRE FAMILY MEDIATION
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Notes to the Financial Statements
For the year ended 31 March 2021

1 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of these financial statements are as follows:

a) General Information

Berkshire Family Mediation is a registered charity, number 1142334, a charitable company limited by guarantee, number 07522878, incorporated in England and Wales.

The address of the charity's registered office is Room 101, Davidson House, Forbury Square, Reading RG1 3EU.

The financial statements are prepared in pounds sterling and are rounded to the nearest pound.

b) Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Berkshire Family Mediation meet 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 notes.

A separate income and expenditure account has not been prepared as the information required by the Companies Act 2006 is given in the Statement of Financial Activities and in the notes of the financial statements.

c) Going Concern

The financial statements have been prepared on a going concern basis which the Management Committee consider to be appropriate for the following reasons.

The Management Committee has prepared cash flow forecasts which indicate that, taking into account reasonably possible downsides, the company will have sufficient funds to meet its liabilities as they fall due.

Consequently, and after making enquiries, the Management Committee have a reasonable expectation that the charity has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements as outlined in the Statement of Management Committees' Responsibilities.

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items have been met, it is probable that the income will be received, there is little doubt the income will be received and the amount can be reliably measured.

Income received in advance or provision of other specified service, it is deferred until the criteria for income recognition are met.

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Notes to the Financial Statement
For the year ended 31 March 2021

Income from the Legal Services Commission is subject to retrospective audit and adjustments can be made subsequently.

e) Fund Accounting

Non restricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are non-restricted funds of the Charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the work of the Charity.

f) Expenditure and VAT

Expenditure is included on an accruals basis. All costs are considered to be direct charitable costs except the Governance costs which relate to the running of the charity.

g) Tangible Fixed Assets

Expenditure on computer equipment and specialist software has been capitalised and shown on the Balance Sheet as a Fixed asset and is being depreciated over 36 months. The capitalisation policy is that only items above £1,000 are capitalised and that other tangible fixed assets are charged to the Statement of Financial Activities in the year in which it is incurred.

h) Debtors

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

i) Cash at Bank and in hand

Cash at bank and cash in hand includes cash and any deposit or similar account.

j) Creditors and Provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

k) Financial Instruments

The Charity has only 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.

l) Pensions

There are no current or contingent liabilities attached to the provision Pensions during this period.

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Notes to the Financial Statement
For the year ended 31 March 2021

m) Judgements and Estimates

In the application of the charity's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There were no judgement or material estimation uncertainties affecting the reported financial performance in the current or prior year.

2 GRANTS AND DONATIONS RECEIVED

	2021	2020
	£	£
Donated Services:		
Donations	167	200
	167	200

3 INCOME FROM CHARITABLE ACTIVITIES

	2021	2020
	£	£
Non Restricted Income:		
Legal Services Commission	50,389	47,390
Income from Mediation Activities	12,040	14,912
Other Income	-	-
	62,429	62,302

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Notes to the Financial Statements
For the year ended 31 March 2021

4 EXPENDITURE

	2021	2020
	£	£
Rent	12,713	20,981
Mediator's Allowances	25,643	24,539
Telephone and Postage	463	260
Stationery	365	1,359
Advertising	4,250	3,731
Management and Supervision	6,901	3,306
Bank charges	82	70
Insurance and Affiliations	802	857
Independent Examiner's Fee	750	750
Solicitors and Interpreters Fees	-	125
Administration and Sundry Costs	2,045	2,749
Depreciation	1,341	2,261
	55,355	60,988

5 FIXED ASSETS

		Computer Equipment (£)	Software (£)	Total (£)
Cost	At 1 April 2020	10,408	10,567	20,975
	Additions	3,100	-	3,100
	At 31 March 2021	13,508	10,567	24,075
Depreciation	At 1 April 2020	10,075	10,111	20,186
	Charge for Year	936	405	1,341
	At 31 March 2021	11,011	10,516	21,527
Net Book Value	At 1 April 2020	333	456	789
	At 31 March 2021	2,497	51	2,548

6 DEBTORS

	2021	2020
	£	£
Receivables from third parties	717	2,693
Due from Legal Services Commission	8,135	8,898
Prepaid Expenses	2,176	2,260
Rent Deposit	2,724	2,724
	13,752	16,575

BERKSHIRE FAMILY MEDIATION
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Notes to the Financial Statements
For the year ended 31 March 2021

7 CREDITORS

	2021	2020
	£	£
Other taxes and social security	905	2,157
Creditors and accruals	4,284	3,280
	5,189	5,437

8 RELATED PARTY TRANSACTIONS

No members of the Management Committee were in receipt of a salary during the year ended 31 March 2021. Two members of the Management Committee were paid for their services during the current year.

		2021	2020
		£	£
Aideen Mattimore	Fees	9,160	11,111
Richard Palmer	Fees	2,019	1,331

One member of the Management Committee were also charged for usage of premises in accordance with the new agreements that are in place as part of BFM's new operating model.

		2021	2020
		£	£
Aideen Mattimore	Rent	4,120	5,833

9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted	Restricted	Total
	£	£	2021
			£
Fixed assets	2,548	-	2,548
Current assets	31,197	-	31,197
Current liabilities	(5,189)	-	(5,189)
	28,556	-	28,556
	Unrestricted	Restricted	Total
	£	£	2020
			£
Fixed assets	789	-	789
Current assets	25,963	-	25,963
Current liabilities	(5,437)	-	(5,437)
	21,315	-	21,315

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Notes to the Financial Statements
For the year ended 31 March 2021

10 OPERATING LEASE COMMITMENTS

As of 31 March 2021, The Company has the following future minimum lease payments under non-cancellable operating leases as follows:

	2021	2020
	£	£
Less than one year	5,736	9,256
Between one and five years	-	-
More than five years	-	-