

# YORKSHIRE MEDIATION SERVICES

England & Wales · Charity number 1149670

## Details

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**Other names** YMS

**Status** Registered

**Legal form** Charitable company

**Company number** [07887952](#)

**Registered** 2012-11-08

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

## Contact

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**Address** 52 Bedale Road  
Castleford  
West Yorkshire  
WF10 5GL

**Phone** 01132424110

**Email** [info@yorkshireremediation.org](mailto:info@yorkshireremediation.org)

**Website** [www.yorkshireremediation.org](http://www.yorkshireremediation.org)

## Activities

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**Objects:** 1. TO PROMOTE FOR PUBLIC BENEFIT, PREDOMINANTLY IN THE YORKSHIRE REGION, THE PROVISION OF SERVICES FOR MEDIATION AND CONCILIATION OR RECONCILIATION BETWEEN PERSONS OR ORGANISATIONS INVOLVED IN DISPUTES; 2. TO EDUCATE THE PUBLIC IN THE PURPOSE AND METHODS OF MEDIATION IN DISPUTES AND CONFLICTS, TO ENABLE PEACEFUL RESOLUTION IN THE INTERESTS OF GOOD CITIZENSHIP.

**Activities:** Yorkshire Mediation Services provides mediation and conflict resolution services across Yorkshire and Humberside. Our core work is neighbour dispute mediation but we also carry out workplace mediation, peer mediation and training in communication and conflict handling skills.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Accommodation/housing, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

## Geography

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- **Area of benefit:** LOCAL
- Bradford City
- Calderdale
- City Of Wakefield
- Kirklees
- Leeds City

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£61,365	£51,369	-	-
2024-03-31	£64,638	£45,815	-	-
2023-03-31	£44,487	£38,168	-	-
2022-03-31	£42,403	£35,208	-	-
2021-03-31	£59,245	£38,198	-	-

## Trustees

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Name	Role	Appointed
Claire Morris		2014-11-10
MR ANTHONY GLAISTER		2013-08-19
SUSAN BETTS		2012-10-18

**YORKSHIRE MEDIATION SERVICES**

England & Wales - Charity number 1149670

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# Accounts

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# **Yorkshire Mediation Services**

Charity number 1149670

A company limited by guarantee number 07887952

## **Annual Report and Financial Statements for the year ended 31 March 2025**



# **Yorkshire Mediation Services**

## **Annual Report and Financial Statements for the year ended 31 March 2025**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Yorkshire Mediation Services**

## **Trustees' report for the year ended 31 March 2025**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Anthony Glaister Susan Betts Claire Morris		
<b>Charity number</b>	1149670	Registered in England and Wales
<b>Company number</b>	07887952	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
52 Bedale Road Castleford WF10 5GL	CAF (Charities Aid Foundation) 25 Kings Hill Avenue Kings Hill West Malling Kent, ME19 4TA	

### **Independent examiner**

Simon Bostrom FCIE

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 20 December 2011. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **Objectives and activities**

#### **The charity's objects**

Yorkshire Mediation Services' objectives are to promote for public benefit, predominantly in the Yorkshire region, the provision of services for mediation and conciliation or reconciliation between persons or organisations involved in disputes; to educate the public in the purpose and methods of mediation in disputes and conflicts; and to enable peaceful resolution in the interests of good citizenship.

#### **Mission**

Yorkshire Mediation Services promotes the resolution of conflict by helping people to understand and respect each other and to communicate effectively.

#### **Vision**

Yorkshire Mediation Services' vision is a world in which people live and work together peacefully and where communities are cohesive.

#### **Values**

At Yorkshire Mediation Services we strive to maintain the following values when dealing with colleagues, clients and other professionals:

Honesty - We are honest with our colleagues, clients and volunteers; dealing with sensitive issues tactfully and with discretion.

Respect - We respect ourselves and those we work with, treating each as an individual, recognizing their needs and adapting our approach to ensure those needs are met.

Diversity - We believe in a society that is equitable and fair to all, and we encourage diversity both inside our organisation and externally.

Passion - We are passionate about our work, and proud of the positive impact we have on those we work

Prudence - We recognize the need to use charity resources prudently, and we are never wasteful. We will always seek cost efficient ways to succeed in our mission.

Safety - We will always look to act safely, assessing each situation to minimize any potential risk involved.

#### **The charity's main activities**

Yorkshire Mediation Services' main activities are:

Neighbour mediation to resolve conflicts between tenants for housing providers.

Homelessness prevention mediation.

Workplace mediation.

Training by providing courses in mediation skills and bespoke training to other organisations on related areas such as conflict resolution.

#### **Public benefit statement**

In setting our objectives and planning our activities the trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the provision and promotion of conflict resolution within the community.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **Achievements and performance**

It's true to say that our passion for using mediation and constructive dialogue to unlock and repair fractured relationships wherever they may be is undiminished. The importance of getting people to talk to each other and repair relationships makes for happier more cohesive communities whether that is at home, in the workplace or in prisons. As trustees we are indebted to our wonderful team of volunteers, conflict trainers, workplace mediators and our operations manager Jo Waterhouse for the exceptionally hard work they have put in to making such a positive impact in the past year.

We are pleased to report that Yorkshire Mediation has continued to expand its mediation and conflict resolution services in the region and beyond. Our core work in providing a platform for residential tenants and those involved in community disputes has expanded to include clients with housing stocks in other areas outside Yorkshire. The absence of local mediation providers in some areas is ameliorated by our being able to use remote mediation where appropriate, with similar levels of satisfactory results. Our interventions in workplace disputes continue, providing one of the most competitive services available.

During this year we have had a number of police referrals which have been challenging, but which have resulted in reductions in levels of further police intervention. These we hope might role into more formal contracts as it is the general public who foots the bill for police involvement, and that also brings down the risks of anger spilling over into violence and criminal damage.

Our conflict resolution training has continued to progress during the year, with our three day training course now being recognised as training both inmates and staff to mediate conflicts within high security prisons. The levels of new enquiries to run the courses are encouraging, and the expanded training team now includes a wider range of expertise from psychologists to conflict coaches.

I would like to thank all those that have supported us during the year both clients and our own staff and volunteers. These are as ever challenging times, and we are blessed that calming those involved in conflict makes for a better society.

### **Financial review**

The net income for the year was £9,996, all relating to unrestricted funds.

Income reduced by £3,273 (5%) to £61,365 compared to the previous financial year when it was £64,638.

Expenditure has increased by £5,554 (12%) to £51,369 compared to the previous financial year when it was £45,815.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £73,927.

The Trustees have reviewed the charity's need for reserves in line with the guidance issued by the Charity Commission and consider it prudent to maintain a level of unrestricted funds to deal with short-term fluctuations in cash flow and to enable continuity of activities in the event of an unexpected large variation in income. The charity considers the optimal range of reserves to be a minimum of the higher of either the calculated costs of closure or three months' running costs, and a maximum of twelve months' running costs calculated annually and monitored and reviewed every six months.

This would equate to between £13,000 and £51,000 based on the annual expenditure for the year ended 31 March 2025.

Free reserves are higher than the maximum related to the reserves policy. The Board have agreed that this is acceptable in the short term given that the 2025-26 financial year is the last year of the charities main contract (ending March 2026), which could result in a significant drop to income in the medium term. The additional free reserves will allow the charity time to identify new sources of income if required.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts 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, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods 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 accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 10/10/2025

Susan Betts (Trustee)

# **Yorkshire Mediation Services**

## **Independent examiner's report to the trustees of Yorkshire Mediation Services**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2025, which are set out on pages 7 to 11.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable 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 Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable 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 your charity's accounts as carried out under section 145 of the Charities Act ('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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

Simon Bostrom FCIE

20/10/2025

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Yorkshire Mediation Services**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2025**

	Notes	2025 Total funds £	2024 Total funds £
<b>Income from:</b>			
Contracts and services delivered		59,096	62,399
Donations		1,000	1,301
Bank interest		1,269	938
<b>Total income</b>		<u>61,365</u>	<u>64,638</u>
<b>Expenditure on:</b>			
Salaries, NICs and pensions	(2)	34,950	32,334
Staff travel and subsistence		292	43
Volunteer expenses		-	163
Printing, postage and stationery		158	183
Phone and internet		43	62
Computer expenses		1,871	1,026
Mediation casework expenses		10,341	8,599
Advertising and publicity		267	287
Subscriptions and publications		541	500
Insurance		329	305
Accountancy		758	774
Independent examination		792	605
Other expenditure		746	874
Bank charges		60	60
Depreciation		221	-
<b>Total expenditure</b>		<u>51,369</u>	<u>45,815</u>
<b>Net income / (expenditure)</b>		9,996	18,823
<b>Fund balances brought forward</b>		<u>64,372</u>	<u>45,549</u>
<b>Fund balances carried forward</b>		<u>74,368</u>	<u>64,372</u>

All incoming resources and resources expended derive from continuing activities.

# Yorkshire Mediation Services

## Balance sheet

as at 31 March 2025

		2025	2024
		Total	Total
		£	£
<b>Fixed assets</b>			
Tangible assets	(6)	<u>441</u>	<u>-</u>
<b>Total fixed assets</b>		<u>441</u>	<u>-</u>
<b>Current assets</b>			
Debtors and prepayments	(3)	20,338	10,810
Cash at bank and in hand		<u>63,515</u>	<u>64,465</u>
<b>Total current assets</b>		<u>83,853</u>	<u>75,275</u>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(4)	<u>9,926</u>	<u>10,903</u>
<b>Total current liabilities</b>		<u>9,926</u>	<u>10,903</u>
<b>Net current assets / (liabilities)</b>		<u>73,927</u>	<u>64,372</u>
<b>Net assets</b>		<u>74,368</u>	<u>64,372</u>
<b>Funds</b>			
Unrestricted funds		74,368	64,372
Restricted funds		<u>-</u>	<u>-</u>
<b>Total funds</b>		<u>74,368</u>	<u>64,372</u>

For the year ending 31 March 2025 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 10/10/2025

Susan Betts (Trustee)

# **Yorkshire Mediation Services**

## **Notes to the accounts**

### **for the year ended 31 March 2025**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Computers and equipment: over 3 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Yorkshire Mediation Services**  
**Notes to the accounts continued**  
**for the year ended 31 March 2025**

<b>2 Staff costs and numbers</b>	2025	2024
	£	£
Gross salaries	32,972	30,504
Social security costs	3,295	2,954
Employment allowance	(3,295)	(2,954)
Pensions	1,978	1,830
	<u>34,950</u>	<u>32,334</u>

The average number of employees during the year was 1, being an average of 1.1 full time equivalent (2024: 1, 1.1 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2025	2024
	£	£
Costs of the scheme to the charity for the year	1,978	1,830

<b>6 Tangible assets</b>	Computers &	Total
	£	£
<b><u>Cost</u></b>		
At 1 April 2024	3,452	3,452
Additions	662	662
At 31 March 2025	<u>4,114</u>	<u>4,114</u>
<b><u>Depreciation</u></b>		
At 1 April 2024	3,452	3,452
Charge for year	221	221
At 31 March 2025	<u>3,673</u>	<u>3,673</u>
<b><u>Net book value</u></b>		
At 31 March 2025	<u>441</u>	<u>441</u>
At 31 March 2024	<u>-</u>	<u>-</u>

<b>3 Debtors and prepayments</b>	2025	2024
	£	£
Debtors	20,338	10,214
Prepayments	-	596
	<u>20,338</u>	<u>10,810</u>

<b>4 Creditors and accruals</b>	2025	2024
	£	£
Creditors	56	4,085
Accruals	792	605
Fee income received in advance	4,750	-
Taxation and social security	4,328	6,213
	<u>9,926</u>	<u>10,903</u>

**Yorkshire Mediation Services**  
**Notes to the accounts continued**  
**for the year ended 31 March 2025**

**5 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The total employee benefits received by key management personnel were £38,245 (previous year: £35,288).

**YORKSHIRE MEDIATION SERVICES**

England & Wales - Charity number 1149670

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# Accounts

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# **Yorkshire Mediation Services**

Charity number 1149670

A company limited by guarantee number 07887952

## **Annual Report and Financial Statements for the year ended 31 March 2024**



# **Yorkshire Mediation Services**

## **Annual Report and Financial Statements for the year ended 31 March 2024**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Yorkshire Mediation Services**

## **Trustees' report for the year ended 31 March 2024**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>
Anthony Glaister	
Susan Betts	
Claire Morris	

**Charity number** 1149670 Registered in England and Wales

**Company number** 07887952 Registered in England and Wales

#### **Registered and principal address**

52 Bedale Road  
Castleford  
WF10 5GL

#### **Bankers**

CAF (Charities Aid Foundation)  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent, ME19 4TA

#### **Independent examiner**

Rhys North ACA

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
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LS10 2QW

#### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 20 December 2011. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

#### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Objectives and activities**

#### **The charity's objects**

Yorkshire Mediation Services' objectives are to promote for public benefit, predominantly in the Yorkshire region, the provision of services for mediation and conciliation or reconciliation between persons or organisations involved in disputes; to educate the public in the purpose and methods of mediation in disputes and conflicts; and to enable peaceful resolution in the interests of good citizenship.

#### **Mission**

Yorkshire Mediation Services promotes the resolution of conflict by helping people to understand and respect each other and to communicate effectively.

#### **Vision**

Yorkshire Mediation Services' vision is a world in which people live and work together peacefully and where communities are cohesive.

#### **Values**

At Yorkshire Mediation Services we strive to maintain the following values when dealing with colleagues, clients and other professionals:

Honesty - We are honest with our colleagues, clients and volunteers; dealing with sensitive issues tactfully and with discretion.

Respect - We respect ourselves and those we work with, treating each as an individual, recognizing their needs and adapting our approach to ensure those needs are met.

Diversity - We believe in a society that is equitable and fair to all, and we encourage diversity both inside our organisation and externally.

Passion - We are passionate about our work, and proud of the positive impact we have on those we work

Prudence - We recognize the need to use charity resources prudently, and we are never wasteful. We will always seek cost efficient ways to succeed in our mission.

Safety - We will always look to act safely, assessing each situation to minimize any potential risk involved.

#### **The charity's main activities**

Yorkshire Mediation Services' main activities are:

Neighbour mediation to resolve conflicts between tenants for housing providers.

Homelessness prevention mediation.

Workplace mediation.

Training by providing courses in mediation skills and bespoke training to other organisations on related areas such as conflict resolution.

#### **Public benefit statement**

In setting our objectives and planning our activities the trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the provision and promotion of conflict resolution within the community.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Achievements and performance**

In an otherwise tough environment, Yorkshire Mediation Services has sustained the progress made last year with an increase in both community and workplace mediations, to include an extension of our largest contract to April 2026. The geographical spread is not just restricted to Yorkshire, with referrals coming as far afield as the South West of England, showing a healthy demand for online resolution and wider uptake of mediation by agencies with housing nationwide housing stocks. Better relations between neighbours, between differing age groups, and cultural backgrounds, breed healthier and safer communities. Mediation plays its part in calming situations which otherwise get out of hand.

There has been a number of police referrals coming through, and Yorkshire Mediation Services looks forward to working with more community police officers in the future. Government spending on police services rose to over £22 billion last year ([www.statista.com](http://www.statista.com)). Whilst community policing is but a small part of the whole, preventing local issues being referred back to the police time and time again saves a great deal of money, not only with the police but with other agencies as well.

With a pretty steady mix of both online and face to face mediation, our standards have been maintained with over an 85% success rate for community mediations and every one of our workplace referrals were successful. That says a lot for the skill and commitment of our volunteers. Our team of mediators has grown to meet the increased demands, enabling cases to be allocated quickly. Without the time that the volunteers contribute the charity would not be able to operate and we are extremely grateful for their dedication and professionalism in working with us.

We have continued to work closely with the HM Prison Service, conducting more mediation training in high security category A and B prisons. The feedback from these courses and more importantly from those previously trained by us – both prisoners and officers, demonstrates that offender mediations exponentially reduce the levels of violent incidents on those wings where conflict managers operate. Our training team is passionate about their work, and we look forward to doing more in prison training next year.

Our Operations Manager, accountants, trustees and advisers have continued to provide Yorkshire Mediation Services with a wealth of expertise contributing enormously to another successful year.

### **Financial review**

The net income for the year was £18,823, including net income of £18,823 on unrestricted funds and net income of £0 on restricted funds after transfers.

Income increased by £20,151 (45%) to £64,638 compared to the previous financial year when it was £44,487. This is due to an increased uptake in workplace mediation during the year and delivery of additional training courses for prisons.

Expenditure has increased by £7,647 (20%) to £45,815 compared to the previous financial year when it was £38,168. This is mainly due to an increased requirement for freelance mediators and trainers to deliver the additional cases and courses in year.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £64,372.

The trustees have reviewed the charity's need for reserves in line with the guidance issued by the Charity Commission and consider it prudent to maintain a level of unrestricted funds to deal with short-term fluctuations in cash flow and to enable continuity of activities in the event of an unexpected large variation in income. The charity considers the optimal range of reserves to be a minimum of the higher of either the calculated costs of closure or three months' running costs, and a maximum of nine months' running costs calculated annually and monitored and reviewed every six months. That would equate to reserves of approximately £19.6k to £47k based on budgeted expenditure of £62.7k.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2024**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts 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, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods 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 accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 5/12/2024

Susan Betts (Trustee)

# **Yorkshire Mediation Services**

## **Independent examiner's report to the trustees of Yorkshire Mediation Services**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2024, which are set out on pages 7 to 11.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable 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 Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable 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 your charity's accounts as carried out under section 145 of the Charities Act ('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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

Rhys North ACA

6/12/2024

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Yorkshire Mediation Services**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2024**

	Notes	2024 Total funds £	2023 Total funds £
<b>Income from:</b>			
Contracts and services delivered		62,399	44,079
Donations		1,301	141
Bank interest		938	267
<b>Total income</b>		<u>64,638</u>	<u>44,487</u>
<b>Expenditure on:</b>			
Salaries, NICs and pensions	(2)	32,334	30,581
Staff travel and subsistence		43	-
Volunteer expenses		163	449
Printing, postage and stationery		183	104
Phone and internet		62	67
Computer expenses		1,026	1,007
Mediation casework expenses		8,599	3,249
Advertising and publicity		287	327
Subscriptions and publications		500	495
Insurance		305	389
Accountancy		774	819
Independent examination		605	446
Other expenditure		874	163
Bank charges		60	72
<b>Total expenditure</b>		<u>45,815</u>	<u>38,168</u>
<b>Net income / (expenditure)</b>		<u>18,823</u>	<u>6,319</u>
<b>Fund balances brought forward</b>		<u>45,549</u>	<u>39,230</u>
<b>Fund balances carried forward</b>		<u>64,372</u>	<u>45,549</u>

All incoming resources and resources expended derive from continuing activities.

**Yorkshire Mediation Services**  
**Balance sheet**  
**as at 31 March 2024**

		2024	2023
		Total	Total
		£	£
<b>Current assets</b>			
Debtors and prepayments	(3)	10,810	1,988
Cash at bank		<u>64,465</u>	<u>49,200</u>
<b>Total current assets</b>		<u>75,275</u>	<u>51,188</u>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(4)	<u>10,903</u>	<u>5,639</u>
<b>Total current liabilities</b>		<u>10,903</u>	<u>5,639</u>
<b>Net current assets / (liabilities)</b>		<u>64,372</u>	<u>45,549</u>
<b>Net assets</b>		<u>64,372</u>	<u>45,549</u>
<b>Funds</b>			
Unrestricted funds		64,372	45,549
Restricted funds		<u>-</u>	<u>-</u>
<b>Total funds</b>		<u>64,372</u>	<u>45,549</u>

For the year ending 31 March 2024 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 5/12/2024

Susan Betts (Trustee)

# **Yorkshire Mediation Services**

## **Notes to the accounts**

### **for the year ended 31 March 2024**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Computers and equipment: over 3 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

# Yorkshire Mediation Services

## Notes to the accounts continued

### for the year ended 31 March 2024

<b>2 Staff costs and numbers</b>	2024	2023
	£	£
Gross salaries	30,504	28,850
Pensions	1,830	1,731
	<u>32,334</u>	<u>30,581</u>

The average number of employees during the year was 1, being an average of 1 full time equivalent (Total: 1, 1 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2024	2023
	£	£
Costs of the scheme to the charity for the year	1,830	1,731

<b>3 Debtors and prepayments</b>	2024	2023
	£	£
Debtors	10,214	1,450
Prepayments	596	538
	<u>10,810</u>	<u>1,988</u>

<b>4 Creditors and accruals</b>	2024	2023
	£	£
Creditors	4,085	2,401
Accruals	605	446
Taxation and social security	6,213	2,792
	<u>10,903</u>	<u>5,639</u>

### **5 Related party transactions**

#### **Trustee expenses**

No trustee received any expenses during this year or the previous year.

#### **Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

#### **Remuneration and benefits received by key management personnel**

The total employee benefits received by key management personnel were £35,288 (previous year: £33,447).

**Yorkshire Mediation Services**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

**6 Tangible assets**

**Cost**

At 1 April 2023  
 Additions  
 At 31 March 2024

Computers & £	Total £
3,452	3,452
<u>-</u>	<u>-</u>
<u>3,452</u>	<u>3,452</u>

**Depreciation**

At 1 April 2023  
 Charge for year  
 At 31 March 2024

3,452	3,452
<u>-</u>	<u>-</u>
<u>3,452</u>	<u>3,452</u>

**Net book value**

At 31 March 2024  
  
 At 1 April 2023

<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>

**YORKSHIRE MEDIATION SERVICES**

England & Wales - Charity number 1149670

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# Accounts

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# **Yorkshire Mediation Services**

Charity number 1149670

A company limited by guarantee number 07887952

## **Annual Report and Financial Statements for the year ended 31 March 2023**



**WYCAS**

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **Yorkshire Mediation Services**

## **Annual Report and Financial Statements for the year ended 31 March 2023**

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Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 to 12

**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Yorkshire Mediation Services**

## **Trustees' report for the year ended 31 March 2023**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>
-------------	-----------------

Anthony Glaister	
Susan Betts	
Claire Morris	

<b>Charity number</b>	1149670	Registered in England and Wales
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<b>Company number</b>	07887952	Registered in England and Wales
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#### **Registered and principal address**

52 Bedale Road  
Castleford  
WF10 5GL

#### **Bankers**

CAF (Charities Aid Foundation)  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent, ME19 4TA

#### **Independent examiner**

Rhys North ACA

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

#### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 20 December 2011. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

#### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Objectives and activities**

#### **The charity's objects**

Yorkshire Mediation Services' objectives are to promote for public benefit, predominantly in the Yorkshire region, the provision of services for mediation and conciliation or reconciliation between persons or organisations involved in disputes; to educate the public in the purpose and methods of mediation in disputes and conflicts; and to enable peaceful resolution in the interests of good citizenship.

#### **Mission**

Yorkshire Mediation Services promotes the resolution of conflict by helping people to understand and respect each other and to communicate effectively.

#### **Vision**

Yorkshire Mediation Services' vision is a world in which people live and work together peacefully and where communities are cohesive.

#### **Values**

At Yorkshire Mediation Services we strive to maintain the following values when dealing with colleagues, clients and other professionals:

Honesty - We are honest with our colleagues, clients and volunteers; dealing with sensitive issues tactfully and with discretion.

Respect - We respect ourselves and those we work with, treating each as an individual, recognizing their needs and adapting our approach to ensure those needs are met.

Diversity - We believe in a society that is equitable and fair to all, and we encourage diversity both inside our organisation and externally.

Passion - We are passionate about our work, and proud of the positive impact we have on those we work

Prudence - We recognize the need to use charity resources prudently, and we are never wasteful. We will always seek cost efficient ways to succeed in our mission.

Safety - We will always look to act safely, assessing each situation to minimize any potential risk involved.

#### **The charity's main activities**

Yorkshire Mediation Services' main activities are:

Neighbour mediation to resolve conflicts between tenants for housing providers.

Homelessness prevention mediation.

Workplace mediation.

Training by providing courses in mediation skills and bespoke training to other organisations on related areas such as conflict resolution.

#### **Public benefit statement**

In setting our objectives and planning our activities the trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the provision and promotion of conflict resolution within the community.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Achievements and performance**

Yorkshire Mediation continues to provide mediation and conflict resolution services and training to some of the most deprived communities in the UK, to residential tenants involved with neighbour disputes or housing disrepair issues, to families and family members at risk of losing their home, and to communities beset with low level crime and anti-social behaviour. This extends to workplace mediations for the likes of charities, social enterprises, the health service and SME's calming the working environment for those working face to face or remotely.

Whilst we are relatively small, we are passionate about using the power of mediation and constructive dialogue to unlock and repair difficult and damaged relationships wherever they may be – on the street, in the home, in the workplace, and within the criminal justice system. It's very much part and parcel of our ethos to work hard to reduce interpersonal and inter communal conflicts and to help build or rebuild more cohesive and collaborative communities, and our training team enables others both within organisations and communities to resolve conflict internally. We are proud to be able to continue this invaluable work as we have done since we started as long ago as 1988.

This financial year to 31 March 2023 showed an encouraging increase in mediation numbers both remote and now with some reverting to face to face. As ever our wonderful team of volunteers have to work flexibly to maximise the chances of a successful outcome. Settlement rates remain high at around the 75% mark, saving a great deal of internal time and expense for the housing providers and employing organisations. We continue to work with a number of councils and housing associations to prevent homelessness through family breakdown and housing disrepair.

Whilst the training team have undertaken training for HMPS in 2022, there have been considerable delays in authorising further face to face training. But we have had an encouraging start to the next financial year. Whilst training is but a relatively small part of the charities work it is a vital component to empowering people and organisations to not just resolve disputes but to manage potential situations that would otherwise become outright disputes.

I am pleased to report that once again we have ended the year having done so much good work and leaving us in a very positive financial position. I thank our operations manager, Jo Waterhouse (Leatham), our volunteers, trustees, advisers and bookkeeper and of course WYCAS for being so committed to Yorkshire Mediation during the year.

### **Financial review**

The net income for the year was £6,319, all relating to unrestricted income.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £45,549.

The Trustees have reviewed the charity's need for reserves in line with the guidance issued by the Charity Commission and consider it prudent to maintain a level of unrestricted funds to deal with short-term fluctuations in cash flow and to enable continuity of activities in the event of an unexpected large variation in income. The charity considers the optimal range of reserves to be a minimum of the higher of either the calculated costs of closure or three months' running costs, and a maximum of nine months' running costs calculated annually and monitored and reviewed every six months. That would equate to reserves of approximately £16.3k to £31.7k based on budgeted expenditure of £42.3k.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts 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, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods 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 accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 30/10/2023

Susan Betts (Trustee)

# **Yorkshire Mediation Services**

## **Independent examiner's report to the trustees of Yorkshire Mediation Services**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2023, which are set out on pages 7 to 12.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable 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 Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable 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 your charity's accounts as carried out under section 145 of the Charities Act ('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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

Rhys North ACA

15/11/2023

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Yorkshire Mediation Services**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2023**

	Notes	2023 Total funds £	2022 Total funds £
<b>Income from:</b>			
Contracts and services delivered		44,079	39,136
Donations		141	3,261
Bank interest		267	6
<b>Total income</b>		<u>44,487</u>	<u>42,403</u>
<b>Expenditure on:</b>			
Salaries, NICs and pensions	(2)	30,581	27,124
Staff travel and subsistence		-	40
Volunteer expenses		449	-
Rent and rates		-	1,094
Printing, postage and stationery		104	153
Phone and internet		67	136
Computer expenses		1,467	2,211
Mediation casework expenses		3,249	2,288
Advertising and publicity		327	85
Subscriptions and publications		35	35
Insurance		389	-
Accountancy		819	1,404
Independent examination		446	425
Other expenditure		163	117
Bank charges		72	96
<b>Total expenditure</b>		<u>38,168</u>	<u>35,208</u>
<b>Net income / (expenditure)</b>		<u>6,319</u>	<u>7,195</u>
<b>Fund balances brought forward</b>		<u>39,230</u>	<u>32,035</u>
<b>Fund balances carried forward</b>		<u>45,549</u>	<u>39,230</u>

All incoming resources and resources expended derive from continuing activities.

**Yorkshire Mediation Services**  
**Balance sheet**  
**as at 31 March 2023**

		2023	2022
		Total	Total
		£	£
<b>Current assets</b>			
Debtors and prepayments	(3)	1,988	1,236
Cash at bank		49,200	38,880
<b>Total current assets</b>		<u>51,188</u>	<u>40,116</u>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(4)	<u>5,639</u>	<u>886</u>
<b>Total current liabilities</b>		<u>5,639</u>	<u>886</u>
<b>Net current assets / (liabilities)</b>		<u>45,549</u>	<u>39,230</u>
<b>Net assets</b>		<u>45,549</u>	<u>39,230</u>
<b>Funds</b>			
Unrestricted funds		45,549	39,230
Restricted funds		-	-
<b>Total funds</b>		<u>45,549</u>	<u>39,230</u>

For the year ending 31 March 2023 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 30/10/2023

Susan Betts (Trustee)

# **Yorkshire Mediation Services**

## **Notes to the accounts**

### **for the year ended 31 March 2023**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Computers and equipment: over 3 years

# **Yorkshire Mediation Services**

## **Notes to the accounts**

### **for the year ended 31 March 2023**

#### **1 Accounting policies continued**

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Yorkshire Mediation Services**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

<b>2 Staff costs and numbers</b>	2023	2022
	£	£
Gross salaries	28,850	25,574
Pensions	1,731	1,550
	<u>30,581</u>	<u>27,124</u>

The average number of employees during the year was 1, being an average of 1 full time equivalent (2022: 1, 1 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2023	2022
	£	£
Costs of the scheme to the charity for the year	1,731	1,550

<b>3 Debtors and prepayments</b>	2023	2022
	£	£
Debtors	1,450	900
Prepayments	538	336
	<u>1,988</u>	<u>1,236</u>

<b>4 Creditors and accruals</b>	2023	2022
	£	£
Creditors	2,401	107
Accruals	446	425
Taxation and social security	2,792	354
	<u>5,639</u>	<u>886</u>

**5 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Remuneration and benefits received by key management personnel**

The total employee benefits received by key management personnel were £33,447 (previous year: £29,736).

**Yorkshire Mediation Services**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

**6 Tangible assets**

	Computers & equipment £	Total £
<b><u>Cost</u></b>		
At 1 April 2022	15,506	15,506
Additions	-	-
Disposals	<u>(12,054)</u>	<u>(12,054)</u>
At 31 March 2023	<u>3,452</u>	<u>3,452</u>
<b><u>Depreciation</u></b>		
At 1 April 2022	15,506	15,506
Depn reversed re. disposals	(12,054)	(12,054)
Charge for year	-	-
At 31 March 2023	<u>3,452</u>	<u>3,452</u>
<b><u>Net book value</u></b>		
At 31 March 2023	<u>-</u>	<u>-</u>
At 31 March 2022	<u>-</u>	<u>-</u>

**YORKSHIRE MEDIATION SERVICES**

England & Wales - Charity number 1149670

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# Accounts

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# **Yorkshire Mediation Services**

Charity number 1149670

A company limited by guarantee number 07887952

## **Annual Report and Financial Statements for the year ended 31 March 2022**



West Yorkshire Community Accounting Service

# **Yorkshire Mediation Services**

## **Annual Report and Financial Statements for the year ended 31 March 2022**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Yorkshire Mediation Services**

## **Trustees' report for the year ended 31 March 2022**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Anthony Glaister	Chair	
Susan Betts		
Claire Morris		
Graham Mallinson		Resigned October 2021
<b>Charity number</b>	1149670	Registered in England and Wales
<b>Company number</b>	07887952	Registered in England and Wales

### **Registered and principal address**

52 Bedale Road  
Castleford  
WF10 5GL

### **Bankers**

CAF (Charities Aid Foundation)  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent, ME19 4TA

### **Independent examiner**

Simon Bostrom FCIE

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 20 December 2011. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2022**

### **Objectives and activities**

#### **The charity's objects**

Yorkshire Mediation Services' objectives are to promote for public benefit, predominantly in the Yorkshire region, the provision of services for mediation and conciliation or reconciliation between persons or organisations involved in disputes and to educate the public in the purpose and methods of mediation in disputes and conflicts to enable peaceful resolution in the interests of good citizenship.

#### **Mission**

YM promotes the resolution of conflict by helping people to understand and respect each other and to communicate effectively.

#### **Vision**

YM's vision is a world in which people live and work together peacefully and where communities are cohesive.

#### **Values**

At Yorkshire Mediation we strive to maintain the following values when dealing with colleagues, clients and other professionals:

Honesty - We are honest with our colleagues, clients and volunteers; dealing with sensitive issues tactfully and with discretion.

Respect - We respect ourselves and those we work with, treating each as an individual, recognizing their needs and adapting our approach to ensure those needs are met.

Diversity - We believe in a society that is equitable and fair to all, and we encourage diversity both inside our organization and externally.

Passion - We are passionate about our work, and proud of the positive impact we have on those we work with.

Prudence - We recognize the need to use charity resources prudently, and we are never wasteful. We will always seek cost efficient ways to succeed in our mission.

Safety - We will always look to act safely, assessing each situation to minimize any potential risk involved.

#### **The charity's main activities**

Yorkshire Mediation Services' main activities are:

Neighbour mediation to resolve conflicts between tenants for housing providers.

Homelessness prevention mediation

Workplace mediation

Training by providing courses in mediation skills and bespoke training to other organisations on related areas such as conflict resolution.

#### **Public benefit statement**

In setting our objectives and planning our activities the Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the provision and promotion of conflict resolution within the community.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2022**

### **Achievements and performance**

Chair's report 2021-22

The charity has achieved a positive cash flow for the year and consolidated its position as one of the key community mediation providers in the region. This is a considerable achievement at a time when other providers have faced difficulties and where the effects of the pandemic still had a detrimental drag on training income.

During the 12 month period to March we conducted 34 community mediations and over 10 workplace mediations. All or virtually all mediations are still conducted online, with the advantage of speed and ease of communication. The settlement rate remains pretty high at around the 80% mark with excellent feedback from users. Generally referrals were less than the budgeted cases, and we expect some catch up in the next financial year. The end of the financial year coincided with final discussions that resulted in new community mediation contracts being signed up early in the current financial year, which is encouraging, given the reluctance of some users to commit to forward purchasing. The new contract with Leeds Housing Options aimed at preventing homelessness is beginning to bear fruit with cases completed successfully. We recognise that taking mediation to wider forums beyond housing and anti-social behaviour is vital and educating potential users about the benefits of mediation in areas such as preventing homelessness is a priority.

The charity continues to provide very cost-effective assistance to charities and social enterprises – the numbers of workplace mediations has continued to hover around 20% of turnover. Our thanks to Colin Robertson and his team for their endeavours.

The continuing restrictions in undertaking face to face training in HM prisons accounted for the dip in training income. As a small niche provider, we know that potential areas of conflict can be substantially reduced in almost any sector where conflict exists, and prisons are a superb example. We expect to report further training contracts now coming on stream in the next financial year.

As always, we are very reliant on our brilliant staff – Jo Leatham has worked tirelessly to manage the charity, and to liaise with our wonderful team of volunteers and those that use our services. We are also indebted to Penny for helping with the accounts. The trustees and training advisory team have been amazing and we are most grateful for your outstanding support and commitment to helping communities, wherever they are, becoming much more cohesive and peaceful.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2022**

### **Financial review**

The net income for the year was £7,195, including net income of £7,195 on unrestricted funds and net income of £0 on restricted funds after transfers.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £39,230.

The Trustees have reviewed the charity's need for reserves in line with the guidance issued by the Charity Commission and consider it prudent to maintain a level of unrestricted funds to deal with short-term fluctuations in cash flow and to enable continuity of activities in the event of an unexpected large variation in income. The charity considers the optimal range of reserves to be a minimum of the higher of either the calculated costs of closure or three months' running costs, and a maximum of nine months' running costs calculated annually and monitored and reviewed every six months. That would equate to reserves of approximately £17k to £36k based on budgeted expenditure of £48k.

### **Covid 19 and going concern**

Whilst the activities of the charity have been adversely affected by covid-19, the trustees have considered the financial position of the charity and are satisfied that there are no material uncertainties so significant as to cast doubt over the ability of the charity to continue as a going concern.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2022**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts 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, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods 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 accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 19/10/2022

Susan Betts (Trustee)

# **Yorkshire Mediation Services**

## **Independent examiner's report to the trustees of Yorkshire Mediation Services**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2022, which are set out on pages 8 to 13.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable 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 Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable 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 your charity's accounts as carried out under section 145 of the Charities Act ('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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

Simon Bostrom FCIE

14/11/2022

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Yorkshire Mediation Services**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2022**

	Notes	2022 Total funds £	2021 Total funds £
<b>Income from:</b>			
Contracts and services delivered		39,136	42,193
Grants and donations	(2)	3,261	17,048
Bank interest		6	4
<b>Total income</b>		<u>42,403</u>	<u>59,245</u>
<b>Expenditure on:</b>			
Salaries, NICs and pensions	(3)	27,124	26,330
Staff travel and subsistence		40	-
Volunteer expenses		-	190
Rent and rates		1,094	1,539
Printing, postage and stationery		153	222
Phone and internet		136	82
Computer expenses		2,211	2,126
Mediation casework expenses		2,288	2,527
Office refreshments and sundries		-	11
Advertising and publicity		85	1,359
Subscriptions and publications		35	35
Insurance		-	857
Accountancy		1,404	2,192
Independent examination		425	425
Other expenditure		117	51
Irrecoverable VAT		-	130
Bank charges		96	69
Bad debts		-	53
<b>Total expenditure</b>		<u>35,208</u>	<u>38,198</u>
<b>Net income / (expenditure)</b>		<u>7,195</u>	<u>21,047</u>
<b>Fund balances brought forward</b>		<u>32,035</u>	<u>10,988</u>
<b>Fund balances carried forward</b>		<u>39,230</u>	<u>32,035</u>

All incoming resources and resources expended derive from continuing activities.

# Yorkshire Mediation Services

## Balance sheet

as at 31 March 2022

		2022	2021
		Total	Total
		£	£
<b>Current assets</b>			
Debtors and prepayments	(4)	1,236	1,530
Cash at bank and in hand		<u>38,880</u>	<u>32,958</u>
<b>Total current assets</b>		<u>40,116</u>	<u>34,488</u>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(5)	<u>886</u>	<u>2,453</u>
<b>Total current liabilities</b>		<u>886</u>	<u>2,453</u>
<b>Net current assets / (liabilities)</b>		<u>39,230</u>	<u>32,035</u>
<b>Net assets</b>		<u>39,230</u>	<u>32,035</u>
<b>Funds</b>			
Unrestricted funds		39,230	32,035
Restricted funds		<u>-</u>	<u>-</u>
<b>Total funds</b>		<u>39,230</u>	<u>32,035</u>

For the year ending 31 March 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 19/10/2022

Susan Betts (Trustee)

# **Yorkshire Mediation Services**

## **Notes to the accounts**

### **for the year ended 31 March 2022**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Computers and equipment: over 3 years

# **Yorkshire Mediation Services**

## **Notes to the accounts**

### **for the year ended 31 March 2022**

#### **1 Accounting policies continued**

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Yorkshire Mediation Services**  
**Notes to the accounts continued**  
**for the year ended 31 March 2022**

<b>2 Grants and donations</b>	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Wakefield Met. District Council	-	-	-	10,000
Donations	3,261	-	3,261	7,048
	<u>3,261</u>	<u>-</u>	<u>3,261</u>	<u>17,048</u>

<b>3 Staff costs and numbers</b>	2022 £	2021 £
Gross salaries	25,574	24,964
Pensions	1,550	1,366
	<u>27,124</u>	<u>26,330</u>

The average number employees during the year was 1, being an average of 1 full time equivalent (2021: 1, 1 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2022 £	2021 £
Costs of the scheme to the charity for the year	1,550	1,366
Amount of any contributions outstanding at the year end	-	-

<b>4 Debtors and prepayments</b>	2022 £	2021 £
Trade debtors	900	660
Prepayments	336	-
Other debtors	-	870
	<u>1,236</u>	<u>1,530</u>

<b>5 Creditors and accruals</b>	2022 £	2021 £
Trade creditors	107	2,028
Accruals	425	425
Taxation and social security	354	-
	<u>886</u>	<u>2,453</u>

**6 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Yorkshire Mediation Services**  
**Notes to the accounts continued**  
**for the year ended 31 March 2022**

7 Tangible assets	Computers & equipment	Total
<b><u>Cost</u></b>	£	£
At 1 April 2021	15,506	15,506
Additions	-	-
At 31 March 2022	<u>15,506</u>	<u>15,506</u>
<b><u>Depreciation</u></b>		
At 1 April 2021	15,506	15,506
Charge for year	-	-
At 31 March 2022	<u>15,506</u>	<u>15,506</u>
<b><u>Net book value</u></b>		
At 31 March 2022	<u>-</u>	<u>-</u>
At 31 March 2021	<u>-</u>	<u>-</u>

**YORKSHIRE MEDIATION SERVICES**

England & Wales - Charity number 1149670

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# Accounts

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# **Yorkshire Mediation Services**

Charity number 1149670

A company limited by guarantee number 07887952

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



West Yorkshire Community Accounting Service

# **Yorkshire Mediation Services**

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

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**Prepared by West Yorkshire Community Accounting Service**

# **Yorkshire Mediation Services**

## **Trustees' report for the year ended 31 March 2021**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Susan Betts	Chair	
Anthony Glaister		
Claire Morris		
Graham Mallinson		

  

<b>Charity number</b>	1149670	Registered in England and Wales
<b>Company number</b>	07887952	Registered in England and Wales

  

<b>Registered and principal address</b>	<b>Bankers</b>
Suite 9 Unit 6, Benton Office Park	CAF (Charities Aid Foundation)
Bennett Avenue	25 Kings Hill Avenue
Horbury	Kings Hill
Wakefield WF4 5RA	West Malling
	Kent, ME19 4TA

### **Independent examiner**

Simon Bostrom FCIE

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 20 December 2011. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Objectives and activities**

#### **The charity's objects**

Yorkshire Mediation Services' objectives are to promote for public benefit, predominantly in the Yorkshire region, the provision of services for mediation and conciliation or reconciliation between persons or organisations involved in disputes and to educate the public in the purpose and methods of mediation in disputes and conflicts to enable peaceful resolution in the interests of good citizenship.

#### **Mission**

YM promotes the resolution of conflict by helping people to understand and respect each other and to communicate effectively.

#### **Vision**

YM's vision is a world in which people live and work together peacefully and where communities are cohesive.

#### **Values**

At Yorkshire Mediation we strive to maintain the following values when dealing with colleagues, clients and other professionals:

Honesty - We are honest with our colleagues, clients and volunteers; dealing with sensitive issues tactfully and with discretion.

Respect - We respect ourselves and those we work with, treating each as an individual, recognizing their needs and adapting our approach to ensure those needs are met.

Diversity - We believe in a society that is equitable and fair to all, and we encourage diversity both inside our organization and externally.

Passion - We are passionate about our work, and proud of the positive impact we have on those we work with.

Prudence - We recognize the need to use charity resources prudently, and we are never wasteful. We will always seek cost efficient ways to succeed in our mission.

Safety - We will always look to act safely, assessing each situation to minimize any potential risk involved.

#### **The charity's main activities**

Yorkshire Mediation Services' main activities are:

Neighbour mediation to resolve conflicts between tenants for housing providers.

Homelessness prevention mediation

Workplace mediation

Training by providing accredited courses in mediation skills and bespoke training to other organisations on related areas such as conflict resolution.

#### **Public benefit statement**

In setting our objectives and planning our activities the Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the provision and promotion of conflict resolution within the community.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Achievements and performance**

Chair's 2020-21 Report

Similarly to last year I am able to report that Yorkshire Mediation has continued to provide mediation services to housing tenants, to charities and social enterprises throughout Yorkshire and beyond. The lockdowns restricted the dispute management training although we were delighted to be able to do a three day course for long term prisoners. The use and promotion of constructive dialogue to unlock and repair difficult relationships seems now more important to our communities than ever after over 18 months of disrupted normal social interaction. I am very proud of the way our team of volunteers, staff and trustees have stepped up to the challenge and continued our work of over 30 years working to reduce conflict within society.

In the last 12 months we have conducted 54 community mediations, with over 80% reaching a settlement. What was particularly gratifying was that all mediations were done remotely offering parties the choice of audio only or Zoom or WhatsApp videoed meetings. We also did a good number of workplace mediations during the year helping charities, businesses and social enterprises resolve their own internal staffing difficulties themselves. By mid-summer the numbers of referrals reached not far off the sorts of the pre pandemic levels on 2019. With few exceptions volunteers and clients alike adapted really well to doing things online which made mediations quicker and easier to administer. As we move out of restrictions a good number of mediations will remain online.

We were delighted to enter into a new mediation agreement with Wakefield Housing, with renewals or case by case instructions from most of our smaller providers such as Yorkshire, Clarion, Leeds Federated and other housing and community groups.

Expanding conflict management training remains very much on the agenda although our training team were delighted to be invited back a second time to HMP Woodhill in Milton Keynes to conduct mediation training of 16 offenders in March. Most training within prisons remains suspended; but with great feedback from the one online course we did run, I am sure that conflict management training will resume as soon as conditions allow. As my introduction suggests there is a massive need now to reduce levels of conflict at all levels.

No review of the year would be complete without recognition of the hard work and creativity of our small staff team, to Jo and Liz, and of course our volunteers and specialist advisers and trainers. On behalf of the trustees I thank them all for their persistence and hard work during a further challenging year. We are indebted to our donors, clients and volunteers for the wonderful support we have had throughout the year leaving us in a very stable position to meet the undoubted challenges of 2021-22.

Anthony Glaister Chair

## **Charitable company**

### **Trustees' report (continued) for the year ended 31 March 2020**

#### **Financial review**

The net income for the year was £21,047 all in relation to unrestricted funds.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £32,035.

The Trustees have reviewed the charity's need for reserves in line with the guidance issued by the Charity Commission and consider it prudent to maintain a level of unrestricted funds to deal with short-term fluctuations in cash flow and to enable continuity of activities in the event of an unexpected large variation in income. The charity considers the optimal range of reserves to be between three and nine months' running costs calculated annually and monitored and reviewed every six months. That would equate to reserves of approximately £12k to £36k based on budgeted expenditure of £48k.

#### **Covid 19 and going concern**

Whilst the activities of the charity have been adversely affected by covid-19, the trustees have considered the financial position of the charity and are satisfied that there are no material uncertainties so significant as to cast doubt over the ability of the charity to continue as a going concern.

# **Yorkshire Mediation Services**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts 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, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods 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 accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 7/12/2021

Susan Betts (Trustee)

# **Yorkshire Mediation Services**

## **Independent examiner's report to the trustees of Yorkshire Mediation Services**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 8 to 14.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable 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 Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable 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 your charity's accounts as carried out under section 145 of the Charities Act ('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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

Simon Bostrom FCIE

13/12/2021

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Yorkshire Mediation Services**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2021**

	Notes	2021 Total funds £	2020 Total funds £
<b>Income from:</b>			
Contracts and services delivered		42,193	59,266
Grants and donations	(2)	17,048	270
Bank interest		4	14
<b>Total income</b>		<u>59,245</u>	<u>59,550</u>
<b>Expenditure on:</b>			
Salaries, NICs and pensions	(3)	26,330	48,740
Staff travel and subsistence		-	721
Volunteer expenses		190	1,312
Rent and rates		1,539	5,135
Printing, postage and stationery		222	979
Phone and internet		82	89
Computer expenses		2,126	4,630
Mediation casework expenses		2,527	3,184
Mediation training expenses		-	2,560
Office refreshments and sundries		11	46
Advertising and publicity		1,359	2,973
Subscriptions and publications		35	35
Insurance		857	1,527
Accountancy		2,192	3,574
Independent examination		425	425
Other expenditure		51	20
Trustee expenses		-	270
Irrecoverable VAT		130	136
Bank charges		69	60
Bad debts		53	-
Depreciation		-	157
<b>Total expenditure</b>		<u>38,198</u>	<u>76,573</u>
<b>Net income / (expenditure)</b>		21,047	(17,023)
<b>Fund balances brought forward</b>		<u>10,988</u>	<u>28,011</u>
<b>Fund balances carried forward</b>		<u>32,035</u>	<u>10,988</u>

All incoming resources and resources expended derive from continuing activities.

# Yorkshire Mediation Services

## Balance sheet

as at 31 March 2021

		2021	2020
		Total	Total
		£	£
Debtors and prepayments	(4)	1,530	11,653
Cash at bank		<u>32,958</u>	<u>10,411</u>
<b>Total current assets</b>		<b><u>34,488</u></b>	<b><u>22,064</u></b>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(5)	<u>2,453</u>	<u>11,076</u>
<b>Total current liabilities</b>		<b><u>2,453</u></b>	<b><u>11,076</u></b>
<b>Net current assets / (liabilities)</b>		<b><u>32,035</u></b>	<b><u>10,988</u></b>
<b>Net assets</b>		<b><u>32,035</u></b>	<b><u>10,988</u></b>
<b>Funds</b>			
Unrestricted funds		32,035	10,988
Restricted funds		<u>-</u>	<u>-</u>
<b>Total funds</b>		<b><u>32,035</u></b>	<b><u>10,988</u></b>

For the year ending 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 7/12/2021

Susan Betts (Trustee)

# **Yorkshire Mediation Services**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Computers and equipment: over 3 years

# **Yorkshire Mediation Services**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **1 Accounting policies continued**

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Yorkshire Mediation Services**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

<b>2 Grants and donations</b>	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Wakefield Met. District Council	10,000	-	10,000	-
Donations	7,048	-	7,048	270
	<u>17,048</u>	<u>-</u>	<u>17,048</u>	<u>270</u>

<b>3 Staff costs and numbers</b>	2021 £	2020 £
Gross salaries	24,964	45,770
Social security costs	-	538
Pensions	1,366	2,432
	<u>26,330</u>	<u>48,740</u>

The average number employees during the year was 1, being an average of 1 full time equivalent (2020: 2.3, 1.7 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2021 £	2020 £
Costs of the scheme to the charity for the year	1,366	2,432
Amount of any contributions outstanding at the year end	-	-

<b>4 Debtors and prepayments</b>	2021 £	2020 £
Debtors	660	10,783
Bond	870	870
	<u>1,530</u>	<u>11,653</u>

<b>5 Creditors and accruals</b>	2021 £	2020 £
Creditors	2,028	3,963
Accruals	425	425
Deferred Income	-	6,688
	<u>2,453</u>	<u>11,076</u>

**6 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Yorkshire Mediation Services**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

**7 Tangible assets**

	Computers & equipment £	Fixtures & fittings £	Total £
<b><u>Cost</u></b>			
At 1 April 2020	15,506	1,051	16,557
Additions	-	-	-
At 31 March 2021	<u>15,506</u>	<u>1,051</u>	<u>16,557</u>
<b><u>Depreciation</u></b>			
At 1 April 2020	15,506	1,051	16,557
Charge for year	-	-	-
At 31 March 2021	<u>15,506</u>	<u>1,051</u>	<u>16,557</u>
<b><u>Net book value</u></b>			
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>

## Yorkshire Mediation Services

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income</b>						
Contracts and services delivered	42,193	59,266	-	-	42,193	59,266
Grants and donations	17,048	270	-	-	17,048	270
Bank interest	4	14	-	-	4	14
<b>Total income</b>	<b>59,245</b>	<b>59,550</b>	<b>-</b>	<b>-</b>	<b>59,245</b>	<b>59,550</b>
<b>Expenditure</b>						
Salaries, NICs and pensions	26,330	43,200	-	5,540	26,330	48,740
Staff travel and subsistence	-	292	-	429	-	721
Volunteer expenses	190	1,283	-	29	190	1,312
Rent and rates	1,539	5,135	-	-	1,539	5,135
Printing, postage and stationery	222	847	-	132	222	979
Phone and internet	82	89	-	-	82	89
Computer expenses	2,126	3,630	-	1,000	2,126	4,630
Mediation casework expenses	2,527	3,184	-	-	2,527	3,184
Mediation training expenses	-	2,560	-	-	-	2,560
Office refreshments and sundries	11	29	-	17	11	46
Advertising and publicity	1,359	10	-	2,963	1,359	2,973
Subscriptions and publications	35	35	-	-	35	35
Insurance	857	1,527	-	-	857	1,527
Accountancy	2,192	3,574	-	-	2,192	3,574
Independent examination	425	425	-	-	425	425
Other expenditure	51	20	-	-	51	20
Trustee expenses	-	270	-	-	-	270
Irrecoverable VAT	130	136	-	-	130	136
Bank charges	69	60	-	-	69	60
Bad debts	53	-	-	-	53	-
Depreciation	-	157	-	-	-	157
<b>Total expenditure</b>	<b>38,198</b>	<b>66,463</b>	<b>-</b>	<b>10,110</b>	<b>38,198</b>	<b>76,573</b>
<b>Net income / (expenditure)</b>	<b>21,047</b>	<b>(6,913)</b>	<b>-</b>	<b>(10,110)</b>	<b>21,047</b>	<b>(17,023)</b>
<b>Fund balances brought forward</b>	<b>10,988</b>	<b>17,901</b>	<b>-</b>	<b>10,110</b>	<b>10,988</b>	<b>28,011</b>
<b>Fund balances carried forward</b>	<b>32,035</b>	<b>10,988</b>	<b>-</b>	<b>-</b>	<b>32,035</b>	<b>10,988</b>