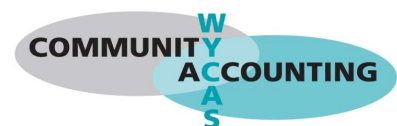


Yorkshire Mediation Services

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:

Name	Position	Dates
Susan Betts	Chair	
Anthony Glaister		
Claire Morris		
Graham Mallinson		

Charity number 1149670 Registered in England and Wales

Company number 07887952 Registered in England and Wales

Registered and principal address

Suite 9 Unit 6, Benton Office Park
Bennett Avenue
Horbury
Wakefield WF4 5RA

Bankers

CAF (Charities Aid Foundation)
25 Kings Hill Avenue
Kings Hill
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 £
Income from:			
Contracts and services delivered		42,193	59,266
Grants and donations	(2)	17,048	270
Bank interest		4	14
Total income		59,245	59,550
Expenditure on:			
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
Total expenditure		38,198	76,573
Net income / (expenditure)		21,047	(17,023)
Fund balances brought forward		10,988	28,011
Fund balances carried forward		32,035	10,988

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		32,958	10,411
Total current assets		34,488	22,064
Current liabilities:			
amounts falling due within one year			
Creditors and accruals	(5)	2,453	11,076
Total current liabilities		2,453	11,076
Net current assets / (liabilities)		32,035	10,988
Net assets		32,035	10,988
Funds			
Unrestricted funds		32,035	10,988
Restricted funds		-	-
Total funds		32,035	10,988

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

2 Grants and donations	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>

3 Staff costs and numbers	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.

Defined contribution pension scheme	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	-	-

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

5 Creditors and accruals	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

Cost

At 1 April 2020

Additions

At 31 March 2021

Depreciation

At 1 April 2020

Charge for year

At 31 March 2021

Net book value

At 31 March 2021

At 31 March 2020

Computers & equipment	Fixtures & fittings	Total
£	£	£
15,506	1,051	16,557
-	-	-
15,506	1,051	16,557
15,506	1,051	16,557
-	-	-
15,506	1,051	16,557
-	-	-
-	-	-
-	-	-

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 £
Income						
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
Total income	59,245	59,550	-	-	59,245	59,550
Expenditure						
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
Total expenditure	38,198	66,463	-	10,110	38,198	76,573
Net income / (expenditure)	21,047	(6,913)	-	(10,110)	21,047	(17,023)
Fund balances brought forward	10,988	17,901	-	10,110	10,988	28,011
Fund balances carried forward	32,035	10,988	-	-	32,035	10,988