

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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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:

Name	Position
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Anthony Glaister	
Susan Betts	
Claire Morris	

Charity number	1149670	Registered in England and Wales
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Company number	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 £
Income from:			
Contracts and services delivered		44,079	39,136
Donations		141	3,261
Bank interest		267	6
Total income		44,487	42,403
Expenditure on:			
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
Total expenditure		38,168	35,208
Net income / (expenditure)		6,319	7,195
Fund balances brought forward		39,230	32,035
Fund balances carried forward		45,549	39,230

All incoming resources and resources expended derive from continuing activities.

Yorkshire Mediation Services

Balance sheet

as at 31 March 2023

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

2 Staff costs and numbers	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.

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

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

4 Creditors and accruals	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

Cost

At 1 April 2022

Additions

Disposals

At 31 March 2023

Computers
&
equipment

Total

£

£

15,506

15,506

-

-

(12,054)

(12,054)

3,452

3,452

Depreciation

At 1 April 2022

Depn reversed re. disposals

Charge for year

At 31 March 2023

15,506

15,506

(12,054)

(12,054)

-

-

3,452

3,452

Net book value

At 31 March 2023

At 31 March 2022

-

-

-

-