

# **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	CAF (Charities Aid Foundation)	
Castleford	25 Kings Hill Avenue	
WF10 5GL	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>		<b>61,365</b>	<b>64,638</b>
<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>		<b>51,369</b>	<b>45,815</b>
<b>Net income / (expenditure)</b>		<b>9,996</b>	<b>18,823</b>
<b>Fund balances brought forward</b>		<b>64,372</b>	<b>45,549</b>
<b>Fund balances carried forward</b>		<b>74,368</b>	<b>64,372</b>

All incoming resources and resources expended derive from continuing activities.



# Yorkshire Mediation Services

## Balance sheet

as at 31 March 2025

		2025 Total £	2024 Total £
<b>Fixed assets</b>			
Tangible assets	(6)	441	-
<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		63,515	64,465
<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)	9,926	10,903
<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		-	-
<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

2 Staff costs and numbers	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.

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

6 Tangible assets	Computers &	Total
	£	£
<b>Cost</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>Depreciation</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>Net book value</b>		
At 31 March 2025	<u>441</u>	<u>441</u>
At 31 March 2024	<u>-</u>	<u>-</u>

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

4 Creditors and accruals	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).