

CHARITABLE INCORPORATED ORGANISATION
REGISTERED CHARITY NUMBER: 1166947



Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2023

For

Family Mediation Cymru

Radnor House
Greenwood Close
Cardiff Gate Business Park
Cardiff CF23 8AA

BPU Limited
Chartered Accountants
Radnor House
Greenwood Close
Cardiff Gate Business Park
Cardiff
CF23 8AA

Registered to carry on audit work
in the UK and regulated for a range
of investment business activities by
the Institute of Chartered Accountants
in England and Wales.

bpu Chartered Accountants is
a trading name of BPU Ltd
Company Number 3723948
Registered in Wales.

A list of directors is available from the
registered office above.

Family Mediation Cymru

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for the Year Ended 31st March 2023**

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**FAMILY MEDIATION CYMRU
TRUSTEE'S ANNUAL REPORT
FOR THE YEAR ENDED 31ST MARCH 2023**

The charity Trustees present their annual report and financial statements for the year ended 31st March 2023. The financial statements comply with the Charities Act 2011, and Accounting and Reporting by charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) incorporating section 1a for smaller entities.

OBJECTIVES AND ACTIVITIES

To preserve and protect the health both mental and physical of adults and children predominately, but not only in Wales, in particular but not exclusively by:

- a) Providing mediation and conciliation to alleviate hardship and distress caused by the breakdown of marriage and family relationships;
- b) Providing information about mediation and conciliation services to raise awareness in the wider community; and
- c) To undertake other forms of mediation as the trustees see fit for the benefit of the community.

The charity's activities commenced in 2017, largely succeeding those of Family Mediation Cardiff (no. 515222). Contracts and all employees and assets were transferred to Family Mediation Cymru, and Family Mediation Cardiff was closed in 2019/20.

This service is of public benefit, both through being available to the general public, including clients who are eligible for public funding, and because it is of wider benefit in promoting policy objectives to reduce the effects of conflict, emotional harm and financial pressures on families dealing with relationship breakdown.

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have regard to the public benefit guidance published by the Charity Commission for England and Wales.

ACHIEVEMENTS AND PERFORMANCE

Family Mediation Cymru is a charitable incorporated organisation that provides family mediation services to Cardiff, Newport and surrounding areas. The Charity does not have any trading subsidiaries.

The prior year period 2021/22 was the year after the Covid19 pandemic ended. The pandemic had resulted in disruption to family courts with the knock on effect of reduced referrals, together with changes in working practice. The need to social distance had resulted in more mediation being carried out online as opposed to face to face. Gradually demand for services has increased such that 2022/23 generated a surplus compared to the previous year's breakeven position. The UK government voucher scheme has enabled more people to use mediation, which is a positive, but the scheme itself placed additional demands on administration. The carrying

out of mediation online has also continued and now represents the majority of mediation work. Critical to the provision of mediation to meet demand has been the need for more mediators. Family Mediation Cymru has managed to develop trained mediation internally but the need for more trained mediators to be recruited is an ongoing issue.

There were no serious incidents that required reporting to the Charity Commission during 2022/23. All eligible staff have had a Disclosure and Barring Service (DBS) check.

FINANCIAL REVIEW

The primary sources of funding were Legal Aid Agency (LAA), and fee paying clients. Fee paying clients are those who are not eligible for public funding under the contract with the LAA, and are charged a rate calculated in accordance with their personal income, as agreed by the Trustees. The Charity does not work with a professional fund raiser nor work with a commercial participator. The Charity did not receive any income in this accounting period from outside the UK.

Expenditure is primarily salaries of mediators and support staff providing mediation services with associated running expenses. Excluding Trustees, the Charity did not employ volunteers.

The accounts show a surplus at 31st March 2023 of £12,668 (2021/22: deficit £152) on total income of £233,131 (2021/22: £195,967). This has enabled the unrestricted reserve balance to increase by £12,722 to leave £56,392 held at 31st March 2023. The Charity has a policy to keep in reserve sufficient funds to cover three months expenditure which would be approximately £55,000 and therefore this was achieved in 2022/23.

Comparison of finances 2021/22 to 2022/23 shows a 19% increase in income compared to an increase of 12% in expenditure. If the organisation can continue to generate surplus then this can be used to expand and improve services.

A risk assessment of the service is reviewed by the Trustee management committee, including such matters as child protection, staff issues, financial safeguards, and the reserves policy. Professional Indemnity Insurance for Staff and Trustees is in place. There were no expenses paid to Trustees during the year.

STRUCTURE AND GOVERNANCE

The Charity is a Charitable Incorporated Organisation and is governed by its constitution. The Charity holds an Annual General Meeting and usually has four Management Meetings per annum at which the Service Director presents reports. The Charity operates from its offices at 7 Guildford Street, Cardiff and serves the community of Cardiff and the surrounding areas.

Appointment of new Trustees, subsequent to initial Trustee appointments, is for a term of 3 years. Appointment of any new Trustees is made by existing Trustees at an annual meeting.

REFERENCE AND ADMINISTRATION DETAILS

Name: Family Mediation Cymru

Charity Number: 1166947

Registered Office: 7 Guildford Street
Cardiff
CF10 2HL

Telephone Number: 02920 229692

Trustees:

Mr Paul Munkenbeck (Chair)
Mrs Thea Hughes (Treasurer)
Mrs Julie Doughty (Vice Chair)
Ms Catrin Wallace

Service Director:

Ms Helen Johnson

Bankers:

HSBC Bank plc
15 Churchill Way
Cardiff
CF10 2HD

Independent Examiner:

Nicholas Toye FCA
BPU Limited
Chartered Accountants
Radnor House
Greenwood Close
Cardiff Gate Business Park
Cardiff, CF23 8AA

PLANS FOR FUTURE PERIODS

The Covid19 pandemic still poses a number of challenges to operating the service where family courts have been disrupted and mediation has moved from face to face contact to being predominately online. There is some evidence, such as increase in domestic violence reported, that the pandemic increased problems for families, especially those in conflict. Family Mediation Cymru has seen an increasing demand for its service. The recruitment of more professional qualified mediators remains a key objective to meet demand. There is also the potential to offer services such as training where there is capacity in the office accommodation. The Charity will therefore continue to provide mediation services to the communities of Cardiff, Newport and the surrounding areas and hope to maintain and increase our service provision where opportunities arise.

STATEMENT OF TRUSTEE RESPONSIBILITY

The charity Trustees are responsible for preparing in accordance with applicable law and regulations and in accordance with United Kingdom Generally Accepted Accounting Practice, the trustee report and financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources including its income and expenditure and the surplus/ deficit of the charity for that period.

In preparing financial statements, the trustees are required to:

- a. Select suitable accounting policies and then apply them consistently;
- b. Observe the methods and principles of the Charity SORP;
- c. Make judgements and accounting estimates that are reasonable and prudent;
- d. State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the transactions and disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

The trustees are responsible for the maintenance and integrity of the financial information included on the charities website.

Signed.....  Paul Munkenbeck (Chair)

Date..... 5th DECEMBER 2023

Independent Examiner's report to the Trustees of Family Mediation Cymru

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I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act'). Having satisfied myself that the accounts of the Charity under Section 144 of the Charities Act 2011 are not required to be audited 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 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 matters have come to my attention in connection with the examination giving me cause to believe:

- 1 accounting records were not kept in respect of the Charity as required by section
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of the Charities 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.

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.

NToye

Nicholas Toye
FCA
BPU Limited
Chartered Accountants

6/12/23

Radnor House
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Statement of Financial Activities (Income and Expenditure Account)
for the Year Ended 31st March 2023

		<u>Unrestricted</u>	<u>Restricted</u>	<u>2023</u>	<u>2022</u>
		<u>funds</u>	<u>funds</u>	<u>Total</u>	<u>Total</u>
	<u>Notes</u>	<u>£</u>	<u>£</u>	<u>funds</u>	<u>funds</u>
<u>Income and endowments from:</u>					
Donations and legacies	3	2,986	-	2,986	9,781
Charitable activities	4	229,845	-	229,845	185,586
Other	5	300	-	300	600
Total Income		233,131	-	233,131	195,967
<u>Expenditure on:</u>					
Charitable activities	6	220,409	54	220,463	196,119
Total Expenditure		220,409	54	220,463	196,119
Net income		12,722	(54)	12,668	(152)
<u>Reconciliation of Funds</u>					
Total funds brought forward	13	<u>43,670</u>	<u>217</u>	<u>43,887</u>	<u>44,039</u>
Total funds carried forward	13	<u>56,392</u>	<u>163</u>	<u>56,555</u>	<u>43,887</u>

The notes form part of these financial statements

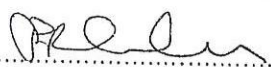
Family Mediation Cymru

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Balance Sheet
31st March 2023

	<u>Notes</u>	<u>2023</u> £	<u>2022</u> £
FIXED ASSETS			
Tangible Assets	9	1,347	1,516
CURRENT ASSETS			
Debtors	10	32,454	17,171
Cash at Bank and in Hand		<u>43,797</u>	<u>36,551</u>
		76,251	53,722
CREDITORS : Amounts Falling			
Due within One Year	11	<u>(21,043)</u>	<u>(11,351)</u>
NET CURRENT ASSETS		<u>55,208</u>	<u>42,371</u>
TOTAL ASSETS LESS CURRENT LIABILITES		<u>56,555</u>	<u>43,887</u>
FUNDS	13		
Unrestricted funds		56,392	43,670
Restricted funds		<u>163</u>	<u>217</u>
TOTAL FUNDS		<u>56,555</u>	<u>43,887</u>

The financial statements were approved by the Board of the Trustees and authorised for issue on
5/12/2023 and were signed on its behalf by:


.....
Signature

Paul Munkenbeck

Charity certificate number:1166947

The notes form part of these financial statements.

**Notes to the Financial Statements
for the Year Ended 31st March 2023**

1 ACCOUNTING POLICIES

Basis of preparing the financial Statements

The financial statements of the Charitable Incorporated Organisation, which meets the definition of a public benefit entity, have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (Charities SORP FRS 102), incorporating section 1A for smaller entities and comply generally with the Charities Act 2011. The financial statements are presented in sterling which is the functional currency of the company and rounded to the nearest £ and have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to

The following specific policies are applied to particular categories of income:

- i) Voluntary income is received by way of donations and is included in accounts when receivable.
- ii) Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant which will normally be when the grant is actually received. Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Deferred income represents grant monies received for future periods and released to incoming resources in the period to which it relates.
- iii) Donated services and facilities are included at the value to the charity where this can be quantified and are material.
- iv) Investment income and all other income is recognised when receivable.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2023**

Tangible fixed assets

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life. Assets are originally included at cost and depreciated as:

Office equipment - charged on a 25% reducing balance method.
Fixtures and Fittings - charged on a 25% reducing balance method.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted Funds are those funds received or generated for the objects of the Charity without further specified purpose and are available to use at the discretion of the Trustees in accordance with the charitable objectives of the charity.

Restricted Funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the Donor or when funds are raised for particular restricted purposes. Expenditure which meets these criteria is identified to the Fund, together with a fair allocation of management and support costs.

Cash Flow Statement

The organisation has not prepared a Cash Flow Statement on the grounds that the charity is small.

Pension costs and other post-retirement benefits

The organisation operates a defined contribution scheme for employees. Contributions to the scheme are charged fully to the Statement of Financial Activities in the period that they relate to.

2 NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging:-

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Depreciation on owned assets	449	505
Independent Examiners Fees	<u>1,644</u>	<u>1,470</u>
	<u>2,093</u>	<u>1,975</u>

Family Mediation Cymru

Notes to the Financial Statements - continued for the Year Ended 31st March 2023

3 Income: Donations and legacies

Kickstart scheme

2023 2022

2,986 9,781

All income is unrestricted in 2023 and the 2022 year.

4 Charitable activities

Included in the above, are as follows:

Unrestricted grants & contracts receivable:

Legal Aid Agency

Community Foundation in Wales - Contribution to core costs

Other unrestricted receivable:

Mediation Services

2023 2022
£ £
229,845 185,586

2023 2022
Total Total
£ £
130,480 111,402
1,500 -
131,980 111,402

97,865 74,184
229,845 185,586

The Mediation services are carried out as part of the direct charitable activities of the charity and are the primary purpose of trading.

5 Other

Rental income

2023 2022
£ £
300 600

All other income is unrestricted.

Notes to the Financial Statements - continued
for the Year Ended 31st March 2023

6 Expenditure on : Charitable activities

			<u>CFW</u>		
		<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Note</u>	<u>Charity</u>	<u>Charity</u>	<u>2023</u>	<u>2022</u>
		<u>Activities</u>	<u>Activities</u>	<u>TOTAL</u>	<u>TOTAL</u>
<u>Direct costs</u>					
Salaries, NI and Pensions	7	187,206		187,206	166,088
Training		622		622	3,165
Premises: Rent, rates, heat & light & room hire		18,437		18,437	14,123
Insurances		898		898	812
Subscriptions		1,868		1,868	1,028
<u>Support costs allocated to activities - staff usage</u>					
Refreshments		117		117	148
Sundry & cleaning expenses		206		206	222
Equipment maintenance & IT costs		2,883		2,883	2,815
Advertising & publicity		268		268	523
Hire of equipment		634		634	635
Printing, post & stationery		2,241		2,241	1,799
Telephone & Fax		1,043		1,043	1,105
Bank & card machine charges		1,510		1,510	1,301
Legal & professional fees		437		437	380
Depreciation		395	54	449	505
<u>Governance expenses</u>					
Independent Examiner fees		1,644		1,644	1,470
		<u>220,409</u>	<u>54</u>	<u>220,463</u>	<u>196,119</u>

Notes to the Financial Statements - continued
for the Year Ended 31st March 2023

7 STAFF COSTS AND NUMBERS

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Salaries and Wages	171,920	151,139
Social Security Costs	<u>6,794</u>	<u>7,859</u>
	178,714	158,998
Pension contributions to defined Contributions Scheme	<u>8,492</u>	<u>7,090</u>
	<u>187,206</u>	<u>166,088</u>
<u>Allocated as follows:</u>		
No employee received emoluments of more than £60,000		
 The number of employees (part-time and full-time) during the year was as follows:-	<u>2023</u>	<u>2022</u>
	<u>11</u>	<u>11</u>

8 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>funds</u>	<u>funds</u>	<u>funds 2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Income and endowments from:</u>			
Donations and legacies	9,781	-	9,781
Charitable activities	185,586	-	185,586
Other	600	-	600
Total Income	<u>195,967</u>	<u>-</u>	<u>195,967</u>
<u>Expenditure on:</u>			
Charitable activities	196,047	72	196,119
Total Expenditure	<u>196,047</u>	<u>72</u>	<u>196,119</u>
Net income	<u>(80)</u>	<u>(72)</u>	<u>(152)</u>
<u>Reconciliation of Funds</u>			
Total funds brought forward	<u>43,750</u>	<u>289</u>	<u>44,039</u>
Total funds carried forward	<u>43,670</u>	<u>217</u>	<u>43,887</u>

Notes to the Financial Statements - continued
for the Year Ended 31st March 2023

9 TANGIBLE FIXED ASSETS

	<u>Office Equipment</u> £
COST	
At 1st April 2022	4,967
Additions in the Year	280
At 31st March 2023	<u>5,247</u>
DEPRECIATION	
At 1st April 2022	3,451
Charge for the Year	449
At 31st March 2023	<u>3,900</u>
NET BOOK VALUE	
At 31st March 2023	<u>1,347</u>
At 31st March 2022	<u>1,516</u>

10 DEBTORS

	<u>2023</u> £	<u>2022</u> £
Amounts due within one year:		
Legal Aid Agency due to FM Cymru	28,284	12,834
Income receivable - Kickstarter scheme	-	716
Income receivable - mediation fees	1,565	803
Income receivable - rent	-	300
Prepayments	<u>2,605</u>	<u>2,518</u>
	<u>32,454</u>	<u>17,171</u>

11 CREDITORS

	<u>2023</u> £	<u>2022</u> £
Amounts falling due within one year:		
Accrued Expenses	1,966	2,877
VAT Liability	14,946	5,446
PAYE	<u>4,131</u>	<u>3,028</u>
	<u>21,043</u>	<u>11,351</u>

Notes to the Financial Statements - continued
for the Year Ended 31st March 2023

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Unrestricted</u> <u>fund</u>	<u>Restricted</u> <u>funds</u>	<u>2023 Total</u> <u>funds</u>	<u>2022 Total</u> <u>funds</u>
	£	£	£	£
Fixed assets	1,184	163	1,347	1,516
Current assets	76,251	-	76,251	53,722
Current liabilities	(21,043)	-	(21,043)	(11,351)
	<u>56,392</u>	<u>163</u>	<u>56,555</u>	<u>43,887</u>

13 MOVEMENT IN FUNDS YEAR TO 31ST MARCH 2023

	<u>Balance</u> <u>01/04/2022</u>	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u> <u>31/03/2023</u>
Unrestricted funds	43,670	233,131	220,409	56,392
Restricted funds	217	-	54	163
TOTAL FUNDS	<u>43,887</u>	<u>233,131</u>	<u>220,463</u>	<u>56,555</u>

COMPARATIVES FOR MOVEMENT IN FUNDS YEAR TO 31ST MARCH 2022

	<u>Balance</u> <u>01/04/2021</u>	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u> <u>31/03/2022</u>
Unrestricted funds	43,750	195,967	196,047	43,670
Restricted funds	289	-	72	217
TOTAL FUNDS	<u>44,039</u>	<u>195,967</u>	<u>196,119</u>	<u>43,887</u>

A CURRENT YEAR 12 MONTHS AND PRIOR YEAR 12 MONTHS COMBINED
POSITION IS AS FOLLOWS:

	<u>Balance</u> <u>01/04/2021</u>	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u> <u>31/03/2023</u>
Unrestricted funds	43,750	429,098	416,456	56,392
Restricted funds	289	-	126	163
TOTAL FUNDS	<u>44,039</u>	<u>429,098</u>	<u>416,582</u>	<u>56,555</u>

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2023**

14 GOING CONCERN

There are no material uncertainties about the charity's ability to continue as a going concern.

15 FINANCIAL INSTRUMENTS

The Charity has only basic financial instruments (Bank and cash) and these are included in the accounts as and when they are received.

16 LIABILITIES OF TRUSTEES

The entity is a charitable incorporated organisation.

17 TRUSTEES' REMUNERATION AND BENEFITS

The Trustees received no remuneration and did not receive any other benefits during the year ended 31st March 2023 or the 2022 year. The Trustees were not reimbursed for any expenses during the year or the previous year.

18 RELATED PARTY TRANSACTIONS

There were no related party transactions in the year.