



Annual Accounts and Review 2017-18

www.norfolkmediation.co.uk

Registered Charity No. 1092200.

Registered in England and Wales Company No. 4201725.



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Trustees

Mrs J M Anderson
Mr S B Burke
Mr A Stronach
Ms L Whitney
Ms L M Sutton
Mrs T Whistlecraft
Mr C Beek
Mrs S Smith

Registered office

The Charing Cross Centre
17-19 St John Maddermarket
Norwich
NR2 1DN

Registered Charity number

1092200

Company Number

04201725

Independent Examiners

Hines Harvey Woods Ltd
Queens Head House
The Street
Acle
NORWICH
NR13 3DY

Bankers

The Co-operative Bank Plc

Report of the trustees for the period 1st September 2017 to the 31st December 2018

The trustees present their report together with the unaudited financial statements for the period between the 1st September 2017 to the 31st December 2018.

Structure, Governance and Management

Norfolk Family Mediation Service is a charitable company limited by guarantee, incorporated on 19 April 2001 and registered as a charity on 24 May 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Trustees

The following who are directors for the purpose of company law and trustees for the purpose of charity law, served during the period:

- Mr S B Burke (Chairman)
- Ms J M Anderson
- Mr A Stronach
- Ms L Whitney
- Ms L M Sutton

Changes in trustees holding office are as follows:

- Ms S Spooner – resigned 18 April 2018
- Mrs T Whistlecraft – appointed 20 June 2018
- Mr C Beek – appointed 20 June 2018
- Mrs S Smith – appointed 22 August 2018
- Ms J M Anderson – resigned 22 August 2018

The Articles require that trustees are elected at the AGM. At AGMs one-third of the trustees shall retire from office. Retiring trustees may be re-elected. Meetings of the trustees are held every 2 months.

Recruitment of new trustees is the responsibility of existing trustees. The recruitment policy will be based upon the principles of fairness, transparency and equality offering opportunity for relevant training.

Risk Management

The trustees have during the year continued to review the major risks to which the charity is exposed and to establish systems to mitigate those risks identified not already covered by the charity's existing systems and risk management strategies and controls.

Objectives and Activities

The aim of the charity is to relieve hardship and distress through the provision of mediation, advice and other services for parties involved in disputes of any kind.

The Service operates throughout Norfolk and has premises in Norwich. Most mediators have a social work

or legal background and all undergo periodic training. Professional guidance and support is provided for the mediators.

Staff

Norfolk Family Mediation is committed to equal opportunities for all – our staff, volunteers and supporters and clients. We work to ensure that no one is discriminated against and that all persons are treated fairly with regard to pay and opportunities. We understand our responsibilities under the Equalities Act 2010, with a no tolerance approach to discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We are committed to training and developing our staff and to training new mediators to ensure the future sustainability of the service.

Pay is reviewed annually and benchmarked against other mediation charities, whilst being mindful of our resources and funding model. There is no difference between the average hourly rate of pay paid to male and female employees.

Public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charitable company's aims and objectives and in planning future activities and setting policy for the year.

The ways the charitable company meets public benefit requirements are set out elsewhere in this report.

Legislative Compliance and Training

The Trustees confirm that the delivery of mediation work is undertaken in line with the policies and procedures laid out by the Family Mediation Council and the Legal Aid Agency. This includes the appointment of a Professional Practice Consultant (PPC). The PPC for the service is Barbara Robb.

Both the mediation staff and the administration staff undertake all required training to deliver their roles and for safeguarding both themselves and clients. In line with the procedures issued by the Family Mediation Council each mediator maintains a formal record of all training undertaken.

Change in year end

This year's accounts cover a period from September 2017 to December 2018. The yearend change was implemented to enable the organisation to manage the accounts in a more robust way to enable reporting of outcomes.

Financial review

Incoming resources for the accounting period amounted to £134,079. The main contributors being mediation fees which amounted to £61,837 and LSC mediation which amounted to £28,406. Donations gratefully received during the year amounted to £43,836. As at 31 December 2018, the balance held at the bank was £33,046.

Reserves

The balance on the unrestricted fund account at 31 December 2018 was £22,874. The trustees continue in their aim to build up sufficient cash reserves to enable the organisation to cope with any future downturns, as well as obviating the need to rely largely on charitable donations, in funding capital expenditure and future development.

The balance on the restricted fund account at 31 December 2018 was £8,060.

Chief Executive Officers Report

In our 2016-17 report we set out an ambitious target to support over 600 families across Norfolk. Through the hard work of a small dedicated team of professionals the service was successful in achieving the following outputs:

	2016 - 17 Output	2017 - 18 Output
Referrals	649	626
1 st MIAMS	545	548
2 nd MIAMS	173	177
Hours of mediation (sessions)	142 (95)	199 (133)
Children supported through mediation	716	799

These targets have been achieved by:

1. Reach and serve more families in Norfolk

- Make mediation accessible to more families, especially helping those in crisis, or on low income
- Increase the coverage of our service to reach families across Norfolk
- Highlight the benefits of mediation and increase awareness of our service so that more families consider mediation when faced with separation

- Explore ways to work with other organisations so that we reach more families in need

We successfully achieved these objectives by working more collaboratively with others, especially those in the third and public sector to improve impact on the most vulnerable people in society.

- Delivering mediation briefings to over 50 Citizen Advice Norfolk staff and volunteers (Norwich, King's Lynn and Attleborough), increasing their knowledge of mediation and enabling them to better identify and signpost people who could benefit from our service, especially raising awareness of legal aid which enables those on the lowest incomes to access mediation for free – we recognised that the Citizens Advice Bureaux is often a first port of call for those seeking advice and guidance, especially following cuts to legal aid, so it is an effective way to reach a large number of people in need.
- Supporting those at risk of becoming litigants in person in family law matters. We worked together with Norfolk Community Law Service to test ways to encourage more people to give mediation a go, including distributing new literature in a more accessible format, and running a successful 'Meet a mediator' pilot to directly speak to vulnerable people who were seeking free advice on family law matters. This found that over 70% of cases could benefit from mediation, increased awareness of what mediation is and how it can help, and gave people access to free information and advice at an early stage – we recognised that many people no longer go to a solicitor for advice or representation and that these people are at risk of enduring a distressing battle through the courts without support as they believe it to be the cheapest option. This puts their mental health and the future outcomes for their children at risk and makes them a key and growing group of people in need of support.
- Sought funding to support "Accessible Rates" from 2019, which will enable people earning less than the living wage to access mediation at a lower charge. Subsequently, this means that they can afford to give mediation "a go". It is hoped this will help prevent people from representing themselves in court, as mediation will be an affordable, as well as a less stressful, alternative – we recognised that the Legal Aid threshold has not changed for a number of years, meaning that many people on very low incomes miss out on free mediation by just a few pounds, this initiative will enable us to do more to help those who are most at risk of hardship.

- Forging new partnerships to create three new pilot projects to help reach people in need who currently do not have access to mediation: those at risk of homelessness, fathers in prison, and litigants in person. Working collaboratively with a District Council, Norwich Prison and Spurgeon's Children's Charity to establish effective ways of supporting these vulnerable groups
- Focussing on providing mediation for families with young children; nearly 80% of cases involved one, or more children, with most falling into the 0-3, 4-6 and 7-10 age group

2. Secure and increase our income

- Increase income from fees by increasing our work and reach.
- Generate income from individuals so that we are recognised and supported as a charity, as well as a service
- Secure substantial income from grant funders, so that we can commit to projects and new areas of work that will help us reach more people for years to come

In 2017-18 we successfully achieved this objective by increasing income from private mediation clients and grant makers, and reducing back-office costs through better use of staff resource and technology.

- We secured a renewal of the Legal Aid contract to enable the service to remain as one, of only two local providers, who can support these low-income families.
- Through a dedicated grant funding programme, we have been successful in securing £43,836 in grant funds.
- Increased private client income to £61,837.

We would like to particular thank those who have continued to support the charity over a number of years (The Lady Hind Trust, Norwich Consolidated Charities, Alderman Sir John Risebrow Charity, The Paul Bassham Charitable Trust, RC Snelling Charitable Trust, The Pennycress Trust, John Jarrold Trust, Lovewell Blake Fund, The Geoffrey Watling Charity, Philip & Elizabeth Rackham Trust, New Funders, Norwich Business Women's Network Fund, Resolute Community Fund, Michael and Shirley Hunt Trust and to The Mercers Company for significant support that will enable us to achieve even more in 2019.

3. Ensure our organisation is stable and fit for the future

- Optimise the use of systems and technology in a developing online world
- Ensure our systems and processes are updated and compliant with changing regulation and legislation
- A secure team and positive culture, that will enable the service to grow and thrive this year and beyond

We achieved these objectives through:

- Trustees and staff worked together to create a set of organisational values. This was a first for the organisation and we are proud that our values reflect our ethos and practice.
- The organisation introduced the position of Chief Executive, at no additional cost to the service, changing the staffing model to recognise the importance of leadership to help the organisation grow and develop.
- We have worked hard to improve financial stability by reviewing all expenditure and cutting back-office costs by 7%; this means that increased expenditure on mediation costs (as a result of increased mediation) was offset, enabling us to maintain our expenditure levels despite increasing the volume of work and people reached.
- The service took steps to improve the use of digital technology; offering assessments via Skype, sending documentation via email and completing more paperwork electronically. This has helped to reduce time and resource costs and paves the way for more digital improvements in future.
- The service reviewed its internal procedures to ensure compliance with the new GDPR legislation; treating personal data with respect and confidentiality has always been integral to the service.
- Created a three-year business plan to ensure a united direction and focus of efforts. This includes expanding the service to Great Yarmouth, an area of social deprivation, and using the service's skills to deliver mediation in new and innovative ways through collaborative and partnership working.
- We supported our trainee mediator through the first stage of mediation practice, and supported a practising mediator to achieve accreditation standard, ensuring we are able to retain our reputation as experts in our field with highly qualified mediators.

- A new contract was secured with the legal aid agency, with an increased number of outreach locations granted, enabling the service to deliver free mediation more widely across the county. The legal aid audit reported on the service's robust and professional record keeping which reflects our commitment to excellence.
- We extended the financial year to 31st December so that from 2019 the programme of works would coincide with the financial year, making it easier for existing and new funders to see how the organisation is performing, how it is using funds in the current year, and how it plans to do so in future years.
- Financially, the organisation seeks to build its reserves by increasing income through expanding services, and by keeping expenditure on back office costs to a minimum through more efficient use of technology. This will ensure that any grant funding enables us to reach the most vulnerable people and target areas of work beyond delivering a service to paying clients, as well as ensuring those on the lowest incomes can access mediation at an affordable rate.

Our values:

Supportive – *In all respects we are supportive, this involves being caring, friendly, listening and allowing people to be heard.*

Outcome-focused – *Our service is outcome focused, enabling us to work towards achievable outcomes through discussion, compromise and negotiation.*

Accessible – *Our organisation is inclusive and exists for anyone, but particularly for those who are worried about going through the court, or who are on low incomes.*

Value for money – *As a charity, being value for money is at the heart of our service. This means being fair for paying service users while offering an efficient service to all.*

Expert – *We are a niche charity working in one specialist area of mediation. Our expertise and experience make us a trusted service in the community.*

Plans for the future:

We are very pleased that the charity's financial position is more sustainable and of our position in supporting Norfolk's families through the challenges in separation, but we cannot sit back. The year ahead has a lot of opportunities and challenges. In line with the organisation's business plan, 2019 is one which will see new initiatives, as well as a focus on performance and quality.

Supportive - Ensure the quality of our service is of the highest standard in all areas by improving the efficiency and effectiveness of our service. Increasing the use of online services to send information through online facilities rather than the post.

Outcome focussed - Achieve outcomes for our clients to help them move forward by increasing the number of assessments to 600, and the number of cases we take through to mediation to 80 within 12 months, whilst retaining our agreement rate of 75-80%.

Accessible - Make mediation accessible to more families, especially helping those in crisis, on low incomes, and those with young children, by expanding the Accessible Rate charge of £120 for mediation to those on incomes of less than the living wage in 2019 (currently available to those on incomes of less than £15k).

Value for money - Expand our Legal Aid contract to other locations in Norfolk to help more vulnerable people across the county.

Expert - Share and highlight our expertise by raising awareness with other family law practitioners by; networking, contacting and sharing literature and through increasing the information available on our website and social media about mediation, highlighting our service as experts in the field.

Partnership Working: Exploring innovative ways to use our skills in collaboration with other charities and public sector partners. To help more people in our community through times of hardship and distress.

Report of the trustees for the period 1st September 2017 to the 31st December 2018 (continued)

Responsibilities of the board of trustees

The trustees (who are also directors of Norfolk Family Mediation Service for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial 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 financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for maintaining proper accounting records which disclose, with reasonable accuracy, the financial position of the charitable company at any time, and to enable them as Trustees to ensure the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company, 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 special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the General Directions given by the Charities Commission under Section 145(5)(b) of the Charities Act 2011.

Events since the end of the period

Information relating to events since the end of the period is given in the notes to the financial statements.

Independent examiners

The directors reappointed Hines Harvey Woods Ltd, Chartered Certified Accountants as independent examiners to the company.

This report was approved by the board on2019 and signed on its behalf by:

Mr S B Burke

Chairman of the trustees

Statement of Financial Activities (incorporating an Income and Expenditure account) for the period 1st September 2017 to the 31st December 2018.

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Income					
Income from generated funds					
Voluntary income					
Donations	2	35,776	8,060	43,836	33,040
Activities for generating funds					
Investment income		-	-	-	3
Income from charitable activities					
Fees received		61,837	-	61,837	38,606
Legal Services Commission: Mediation fees		28,406	-	28,406	22,667
Total income		<u>126,019</u>	<u>8,060</u>	<u>134,079</u>	<u>94,316</u>
Expenditure					
Charitable activities		120,676	-	120,676	101,800
Governance costs		4,814	-	4,814	2,396
Total resources expended	3	<u>125,490</u>	<u>-</u>	<u>125,490</u>	<u>104,196</u>
Net (outgoing)/incoming resources		529	8,060	8,589	(9,880)
Reconciliation of funds					
Total funds brought forward		22,345	-	22,345	32,225
Total funds carried forward		<u>22,874</u>	<u>8,060</u>	<u>30,934</u>	<u>22,345</u>

The Statement of Financial Activities includes all gains and losses in the period. All incoming resources and resources expended relate to continuing activities. Income from charitable activities in 2018 totaled £90,243 (2017 - £61,273) of which £nil was restricted (2017 - £nil) and £90,243 was unrestricted (2017 - £61,273).

Balance sheet at 31 December 2018

	Notes	2018		2017	
		£	£	£	£
Fixed assets					
Tangible assets	6		-		684
Current assets					
Debtors	7	1,839		1,135	
<i>Bank and cash balances</i>					
Current account		33,046		28,486	
Deposit account		-		-	
Cash in hand		8		6	
		<u>34,893</u>		<u>29,627</u>	
Current liabilities					
Creditors	8	(3,959)		(7,966)	
			<u>30,934</u>		<u>21,661</u>
			<u>30,934</u>		<u>22,345</u>
Funds					
Unrestricted fund					
General fund			22,874		22,345
Restricted fund			8,060		-
			<u>30,934</u>		<u>22,345</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31 December 2018.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 December 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial period and of its profit or loss for each financial period in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the trustees on2019 and were signed on its behalf by

Mr S B Burke

Chairman of the trustees

The notes on pages 11 to 18 form part of these unaudited financial statements.

Notes forming part of the unaudited financial statements for the period 1st September 2017 to the 31st December 2018

Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of Preparation

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements have also been prepared in accordance with the Charities Act 2011 and the Charities SORP (FRS 102).

Norfolk Family Mediation Services meets the definition of a public benefit entity under FRS 102.

The financial statements are presented in pounds sterling (£), rounded to the nearest pound.

Fund accounting

Unrestricted funds represent the accumulated surpluses and deficits in the general fund which are available for use at the discretion of the trustees in the furtherance of the charity's objectives.

Restricted funds are created when income is received for specific purposes and use is restricted to that purpose.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. 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.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Income from fees is accounted for on a receipts basis.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the professional fees and costs linked to the strategic management of the charity.
- All costs are allocated directly between the expenditure categories of the SoFA.

Notes forming part of the unaudited financial statements for the period 1st September 2017 to the 31st December 2018 (continued)

Taxation

The Service, as a charity, is not liable for assessment to tax on its incoming resources.

Tangible Fixed Assets

Tangible fixed assets costing less than £1,500 are written off in the year that they are acquired.

Depreciation is provided on all tangible fixed assets so as to write off the cost of assets, including the value of donated assets, less estimated residual value, over their expected useful lives, on a straight line basis. It is calculated at the following rate:

Computer Equipment - 33% on cost

Leases

Rentals under operating leases and hire agreements are charged to the income and expenditure account as incurred.

Donations

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Norwich Consolidated Charities	-	4,000	4,000	15,500
The Geoffrey Watling Charity	3,000	-	3,000	-
Lady Hind Trust	2,500	-	2,500	2,500
Eastern Legal Support Trust	-	-	-	2,500
RC Snelling Charitable Trust	4,200	-	4,200	2,000
Goodman Trust	-	-	-	1,000
Norfolk Community Foundation	-	-	-	1,500
Albert Hunt Trust	1,000	-	1,000	1,000
Mercers' Company	10,000	-	10,000	-
The Paul Bassham Charitable Trust	2,000	-	2,000	2,000
Broadland District Council	4,500	-	4,500	-
Norwich Business Women's Network Community Fund	1,500	-	1,500	-
Other donations	7,076	4,060	11,136	5,040
	35,776	8,060	43,836	33,040

Income from donations in 2018 totalled £43,836 (2017 - £33,040) of which £8,060 was restricted (2017 - £nil) and £35,776 was unrestricted (2017 - £33,040).

Notes forming part of the unaudited financial statements for the period 1st September 2017 to the 31st December 2018
(continued)

Analysis of Total Resources Expended

	Mediation	Governance	Restricted Fund	Total 2018	Total 2017
	£	£	£	£	£
Costs directly allocated to activities					
Mediators' fees and expenses	33,671	-	-	33,671	22,101
Supervisors' fees and expenses	5,068	-	-	5,068	4,648
Wages and salaries	54,858	-	-	54,858	27,432
General insurance	-	989	-	989	492
Rent	10,995	-	-	10,995	9,504
Repairs and renewals	8	-	-	8	20
Telephone and internet	2,084	-	-	2,084	1,642
Postage, stationery and advertising	5,560	-	-	5,560	5,552
Computer expenses	3,020	-	-	3,020	2,396
Membership, affiliation fees, insurance	(742)	-	-	(742)	4,987
Training	1,584	-	-	1,584	3,410
Bookkeeping	1,875	-	-	1,875	1,610
Independent examiner's fee	-	860	-	860	800
Legal and professional fees	-	2,965	-	2,965	1,104
Consultancy	704	-	-	704	15,532
Depreciation	684	-	-	684	782
Sundry expenses	549	-	-	549	1,341
Bank charges	758	-	-	758	843
	120,676	4,814	-	125,490	104,196

In 2018 the expenditure totaled £125,490 (2017 - £104,196) of which £nil was from restricted funds (2017 - £nil) and £125,490 was expenditure from unrestricted funds (2017 - £104,196).

Notes forming part of the unaudited financial statements for the period 1st September 2017 to the 31st December 2018
(continued)

Employee costs

	2018	2017
	£	£
Salaries	86,285	47,629
Social Security costs	-	-
Pension	306	-
	86,591	47,629

The Trust considers its key management personnel to comprise of the board of trustees. The total employment benefits of the key management personnel were £nil (2017: £nil). No employees had employee benefits in excess of £60,000 (2017: nil).

The increase in salaries is due to a move to a directly employed Chief Executive Officer, and the change in accounting periods.

Average number of employees during the period:	Number	Number
Chief Executive Officer	1	1
Mediators	3	3
Administration	2	2
	6	6

Net incoming (outgoing) resources for the period

	2018	2017
	£	£
This is stated after charging:		
Independent examiner's fee	800	800
Operating lease costs	6,824	6,692

Notes forming part of the unaudited financial statements for the period 1st September 2017 to the 31st December 2018 *(continued)*

Tangible Fixed assets

	Computer Equipment
	£
Cost	
At 1 October 2017	2,347
Additions	-
Disposals	-
At 31 December 2018	2,347
Depreciation	
At 1 October 2017	1,663
Charge for period	684
Eliminated on disposals	-
At 31 December 2018	2,347
Net written down value	
At 31 December 2018	-
At 30 September 2017	684

All fixed assets are used for charitable purposes.

Notes forming part of the unaudited financial statements for the period 1st September 2017 to the 31st December 2018 *(continued)*

Debtors: Amounts falling due within one year

	2018	2017
	£	£
Other debtors	1,839	1,135
	1,839	1,135

Creditors: Amounts falling due within one year

	2018	2017
	£	£
Other tax and social security	2,107	2,593
Accruals and deferred income	1,852	5,373
	3,959	7,966

OPERATING LEASE COMMITMENTS

At 31 December 2018 the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2018	2017
	£	£
Expiring		
Under 1 year	1,706	1,673

Notes forming part of the unaudited financial statements for the period 1st September 2017 to the 31st December 2018 (continued)

RESERVES

	Unrestricted Fund	Restricted Fund	Total
	£	£	£
At 1 October 2017	22,345	-	22,345
Surplus for the period	529	8,060	8,589
At 31 December 2018	<u>22,874</u>	<u>8,060</u>	<u>30,934</u>

Restricted Income Funds	2017	Income	Expense	2018
	£	£	£	£
Michael & Shirley Hunt Charitable Trust	-	2,500	-	2,500
Lovewell Blake Fund	-	1,560	-	1,560
Norwich Consolidated Charities	-	4,000	-	4,000
	<u>-</u>	<u>8,060</u>	<u>-</u>	<u>8,060</u>

The restricted fund comprises the unexpended balances of donations and grants held on trust for specific purposes.

Restricted Fund	Description, nature and purpose of the fund
Michael & Shirley Hunt Charitable Trust	To support the development of a mediation service in HMP Norwich
Lovewell Blake Fund	To provide advice and support on mediation.
Norwich Consolidated Charities	Grant funding to provide reduced fee mediation to the hardest up families

Notes forming part of the unaudited financial statements for the period 1st September 2017 to the 31st December 2018 (continued)

	Fixed Assets	Net Current Assets	Total 2018	Total 2017
	£	£	£	£
Restricted Income Funds				
Michael & Shirley Hunt Charitable Trust	-	2,500	2,500	-
Lovewell Blake Fund	-	1,560	1,560	-
Norfolk Consolidated Charities	-	4,000	4,000	-
Unrestricted Income Funds	-	22,874	22,874	22,345
	-	30,934	30,934	22,345

Trustees

During the period, no remuneration or re-imbursement of expenses were paid to the Charity's trustees.

Ultimate Controlling Party

The trustees (who are also the directors of the company for the purposes of company law) have ultimate control over all the affairs of the organisation.

Legal Status of the Charity

The charity is a company limited by guarantee and has no share capital. The liability for each member in the event of winding up is limited to £10.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NORFOLK FAMILY MEDIATION SERVICE

We report on the accounts of the company for the period ended 31 December 2018 which are set out on pages 8 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to an audit under company law and is eligible for independent examination, it is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

1. which gives us reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Hines Harvey Woods Ltd
Chartered Certified Accountants
Registered Auditor
Queens Head House
Acle
Norwich
NR13 3DY

Date..... 2019