

FAME
**Nottinghamshire Children &
Families Mediation Service**
Financial Statements
for the year ended 31 March 2010

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FAME - Nottinghamshire Children & Families Mediation Service

TRUSTEES ANNUAL REPORT For the year ended 31 March 2010

The trustees submit their annual report and unaudited financial statements for the year ended 31 March 2010. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity number: 1069678

Registered company limited by guarantee number: 3482156

Trustees

Muriel Weisz (Chair)
Judith Speed (Vice chair)
Peter Kirkland (Treasurer)
Adrian Cullen
Christopher Butler (Resigned 26 April 2010)
Pramila Meghani
Professor Beverly Sand

Company secretary

Adrian Cullen.

Registered address

3 Pelham Court, Pelham Road, Nottingham NG5 1AP.

Bankers

National Westminster Bank Plc, 148-149 Victoria Centre, Nottingham NG1 3QT.

Independent Examiner

Stuart Foster, Newby Castleman Chartered Accountants, 3 Pelham Court, Pelham Road, Nottingham NG5 1AP.

OBJECTIVES AND ACTIVITIES

To provide mediation and related services, primarily but not exclusively in Nottinghamshire, for parents and significant others involved in the process of separation, divorce or other relationship disputes, to help reach agreements or reduce the intensity of conflicts between them, especially in cases concerning children.

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the memorandum and articles of association. Day to day project activity is managed by paid staff.

FAME - Nottinghamshire Children & Families Mediation Service

TRUSTEES ANNUAL REPORT (CONTINUED)

For the year ended 31 March 2010

OBJECTIVES AND ACTIVITIES (Continued)

In setting our objectives and planning our activities our trustees have complied with the duty in section 4 of the Charities Act 2006, to have due regard to public benefit guidance published by the Commission.

Family Mediation, as provided by FAME is a conflict resolution technique that promotes mental and emotional health. It benefits the public by providing support to families experiencing relationship difficulties, particularly as a result of parental separation or divorce. It seeks to enable parents to restructure their relationship as separate but loving parents who are able to communicate effectively and appropriately. Whilst having due regard for the overall safety and well-being of children and their parents, FAME seeks to enable children to have positive relationships with both of their parents and with their wider family. Where financial and property issues are involved Family Mediation can help parties understand their circumstances and identify the options open to them so enabling them to make appropriate decisions about their future.

Family Mediation is impartial and non-judgemental. FAME does not define what constitutes a family and sees parties from all backgrounds, beliefs and abilities. FAME takes positive steps to make mediation accessible to people on low incomes and to provide a service that is sensitive to the needs of individuals.

During the year 2009-10 FAME:

- Received 587 referrals.
- Carried out 467 willingness tests (to determine whether a party was prepared to consider mediation).
- Held 446 Mediation Information meetings.
- Saw 10 children for direct consultation.
- Completed 128 mediation cases with a success rate of 77% (according to Legal Services Commission Criteria).
- Received 27 referrals for the Parenting Information Programme (PIP).
- Delivered 14 Parenting Information Programme courses to 38 parents.

Feedback from client satisfaction questionnaires indicated mediation had often been a positive experience even when agreement had not been reached. The majority of clients said they would recommend FAME to friends/family in similar circumstances.

Feedback from the PIP courses has also been good with parties commenting on the usefulness of the course, the professionalism of the facilitators and the value of the opportunity to talk with other parents experiencing similar difficulties to them.

Building on FAME's work in Nottingham County Court in Autumn 2008, FAME was asked to work alongside the Children and Family Court Advisory and Support Service (CAFCASS) at the court for three sessions identifying suitable long running cases for mediation. This has led on to a further In Court project in 2010.

FAME has continued to support two trainees, one of which achieved full accreditation at her first attempt enabling her to undertake publicly funded mediation cases. One of FAME's experienced mediators began training as a supervisor.

Much of the year has been dominated by the development of the Parenting Information Programme. The course for parents involved in the court process aims to highlight the effects of parental conflict on children and to demonstrate ways of improving communication between separate parents. After a slow start and a considerable amount of promotion referrals slowly grew and FAME is now able to offer a regular programme of courses and to groups rather than individuals or pairs which is the ideal delivery model. Feedback from both clients and the court has been very positive and FAME has been asked to give a presentation at the Nottingham Family Justice Council seminar in summer 2009.

FAME has continued to offer outreach mediation services in Newark and Mansfield. The new outreach service in Loughborough has developed slowly but steadily and looks set to develop further as solicitors and the courts become more aware of the service.

FAME - Nottinghamshire Children & Families Mediation Service

TRUSTEES ANNUAL REPORT (CONTINUED)

For the year ended 31 March 2010

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing document

The charity is operated under the rules of its Memorandum and Articles of Association dated 16 December 1997. It is registered as a charity with the Charity Commission. As a company limited by guarantee there is no share capital.

Risk management

Nationally the potential of Family Mediation to improve the experience of parents and families involved in the Family Justice System is being actively recognised, particularly with the intention to make mediation information meetings compulsory for all parties making an application to the family courts which is envisaged in 2011. FAME has a good reputation locally and is part of National Family Mediation which has a growing reputation nationally, particularly with relevant government departments. The current national economic situation and the expected public funding cuts, which might be expected to be bad news for public contracts, could be an opportunity for Family Mediation which has been shown to be effective at cutting court costs.

As a result of stringent cuts, goodwill and taking advantage of some key opportunities that have arisen over the last year FAME is now in a stronger financial position than in previously. Trustees have achieved a reserve of funds roughly equivalent to 4-6 months running costs. This position will continue to be closely monitored at Trustee's bi-monthly meetings. The improved financial position will enable trustees to consider some investment in the infrastructure of the organisation, such as Information Technology and administrative to ensure that FAME has the capacity to manage a higher volume of work and to mitigate against the risks of sickness absence or the loss of key staff.

One of FAME's trainees has achieved full accreditation recently and a new trainee has been accepted for a free placement. This is important as there is a national shortage of accredited mediators at a time when demand is set to increase. FAME intends to maintain a policy of providing training placements for new trainees as part of its succession planning.

Trustee recruitment and Induction

Sadly FAME has lost the services of Christopher Butler as a trustee who resigned as he was moving abroad. He has not yet been replaced but fortunately the remaining trustees remain actively committed to the Service.

Persons interested in becoming trustees generally meet with the Manager for an introduction to the service. They apply formally to the Chair of Trustees by letter outlining their reasons for becoming a trustee and the skills and experience they might offer. Details of two referees are also requested. The application is considered by the Chair and trustees and if appropriate the applicant is accepted onto the board, subject to a CRB check being completed. An induction programme appropriate for the trustee is developed in consultation with the Manager and Chair.

FINANCIAL REVIEW

Income from the Legal Services Commission contract has remained FAME's principle source of funds. This contract ends in October 2010 and FAME has submitted a tender for its renewal. Over the final few months of the financial year a small but significant new income source has come from the Parenting Information Programme contract which runs until March 2011. This income together with some additional funding from Nottinghamshire Community Foundation for core costs in the second half of the financial year and the ongoing grant funding from the Wates Foundation has led to FAME's improved financial position.

Reserves policy

The trustees have the intention to maintain a sufficient reserve to ensure continuity of the charity's activities. An appropriate level considered to be approximately £40,000 to reflect 4-6 months running costs. This level of reserves has been achieved during the financial year and the Trustees will aim to preserve and consolidate this position during the new financial year.

FAME - Nottinghamshire Children & Families Mediation Service

TRUSTEES ANNUAL REPORT (CONTINUED)

For the year ended 31 March 2010

PLANS FOR THE FUTURE

FAME's priority in the coming year is to consolidate its improved financial position and increase its potential for long term sustainability. This will involve successfully tendering for a renewed Legal Services Commission (LSC) contract and extending FAME's outreach into North Nottinghamshire thus providing the benefits of access to specialist Family Mediation to a wider geographical area. It will be necessary to continue monitoring FAME's position regularly to ensure activities achieve realistic income levels as well as to plan for investment necessary to enable growth.

Alongside this FAME will continue to progress by developing the Parenting Information Programmes which complement our mediation work and provide an additional service to families and the courts. The intention is to provide a regular pattern of courses each month and to develop a team of facilitators as well as to extend the provision of the courses into other locations. Additional training and promotional work will be undertaken but this can be achieved at minimal cost.

FAME will continue to provide training placements for Family Mediators where capacity allows. It would be hoped that grant funding might be available to support trainees and any opportunities for this will be exploited. However such funding is likely to be limited and consequently FAME will need to charge for some aspects of the placement. An existing mediator is due to achieve supervisor status during the new financial year which will increase FAME's capacity to support trainees effectively.

TRUSTEE'S RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The trustees (who are also directors of FAME 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 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 then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and
- 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 charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charity (Accounts and Reports) Regulations 2008. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

This report was approved by the board of trustees on 7 December 2010 and signed on its behalf by:

Muriel Weisz, Chair.

FAME - Nottinghamshire Children & Families Mediation Service

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2010

I report on the accounts of the company for the year ended 31 March 2010 which are set out on pages 6 to 13.

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

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

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- state whether particular matters have come to my attention.

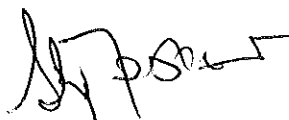
Basis of Independent examiner's statement

My 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 my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr S G Foster FCA
for and on behalf of Newby Castleman
Chartered Accountants
Nottingham

Date: 7 December 2010

FAME - Nottinghamshire Children & Families Mediation Service

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2010

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2010 £	2009 £
Note				
INCOMING RESOURCES				
Incoming resources from generated funds				
- Voluntary income	10,000	20,500	30,500	16,766
- Activities for generating funds	-	88,997	88,997	82,981
- Investment income	22	-	22	1,050
Incoming resources from charitable activities	8,969	-	8,969	11,115
Other incoming resources	97	-	97	584
TOTAL INCOMING RESOURCES	19,088	109,497	128,585	112,496
1.2				
COSTS OF GENERATING FUNDS				
Costs of generating voluntary income	4,904	9,956	14,860	16,162
NET INCOMING RESOURCES AVAILABLE FOR CHARITABLE APPLICATION	14,184	99,541	113,725	96,334
CHARITABLE EXPENDITURE				
Charitable activities	-	67,017	67,017	85,371
Governance costs	1,510	26,751	28,261	28,069
TOTAL RESOURCES EXPENDED	1,510	93,768	95,278	113,440
1.3				
NET INCOMING/(OUTGOING) RESOURCES	12,674	5,773	18,447	(17,106)
BALANCES BROUGHT FORWARD AT 1 APRIL 2009 (2008)	26,338	3,870	30,208	47,314
BALANCES CARRIED FORWARD AT 31 MARCH 2010 (2009)	39,012	9,643	48,655	30,208

FAME - Nottinghamshire Children & Families Mediation Service

BALANCE SHEET For the year ended 31 March 2010

	Note	Unrestricted Funds £	Restricted Funds £	2010 £	2009 £
FIXED ASSETS					
Tangible assets	3	1,220	-	1,220	1,027
		1,220	-	1,220	1,027
CURRENT ASSETS					
Debtors	4	2,551	9,643	12,194	2,472
Cash at bank and in hand		41,002	-	41,002	39,576
		43,553	9,643	53,196	42,048
CURRENT LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	5	5,761	-	5,761	12,867
		37,792	9,643	47,435	29,181
NET CURRENT ASSETS					
		39,012	9,643	48,655	30,208
NET ASSETS					
		39,012	9,643	48,655	30,208
FUNDS					
	2				
Unrestricted		39,012	-	39,012	26,338
Restricted Fund		-	9,643	9,643	3,870
		39,012	9,643	48,655	30,208
		39,012	9,643	48,655	30,208

For the year ended 31 March 2010 the company was entitled to exemption under section 477(2) of the Companies Act 2006.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- 1) Ensuring the company keeps accounting records which comply with section 386; and
- 2) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

The financial statements on pages 6 to 13 were approved by the trustees on 7 December 2010 and signed on their behalf by:

Peter Kirkland
(Treasurer)

FAME - Nottinghamshire Children & Families Mediation Service

NOTES TO THE ACCOUNTS For the year ended 31 March 2010

1 ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charity's - Statement of Recommended Practice (SORP) issued in March 2005, applicable accounting standards and the Companies Act 2006. Where appropriate, comparative figures have been restated. The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.1 Funds

General funds represent funds of the charity that are not subject to any restrictions regarding their use and are available for application on the general purposes of the charity. Funds designated for a particular purpose by the charity are also unrestricted.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of the restricted fund is set out in the notes to the financial statements.

1.2 Incoming Resources

Incoming resources from generated funds

Income received for specific purposes is included in the Statement of Financial Activities to the extent of the relevant expenditure incurred in the period. Grants intended to meet recurrent costs, are credited to the Statement of Financial Activities when receivable.

Incoming resources from charitable activities

Income from mediation fees is included in incoming resources in the period in which the relevant session takes place.

Investment income receivable

Investment income is included when receivable by the charity.

1.3 Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Expenditure which is not directly attributable to any one category has been allocated between the various activities using the following bases of apportionment:-

	Costs of generating voluntary income	Charitable activities	Governance costs
Premises expenses	10.0%	70.0%	20.0%
Salary related expenses	25.0%	37.5%	37.5%
General consumable items	20.0%	40.0%	40.0%

FAME - Nottinghamshire Children & Families Mediation Service

NOTES TO THE ACCOUNTS For the year ended 31 March 2010

1.4 Tangible fixed assets and depreciation

Tangible assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible assets at rates calculated to write off the cost over their expected useful lives, as follows:

Computer equipment	Straight line over three years
Fixtures, fittings & equipment	10% per annum of net book value

2 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2010 £	2009 £
Fixed Assets	1,220	-	1,220	1,027
Current Assets	43,553	9,643	53,196	42,048
Current Liabilities	(5,761)	-	(5,761)	(12,867)
	<u>39,012</u>	<u>9,643</u>	<u>48,655</u>	<u>30,208</u>

3 TANGIBLE FIXED ASSETS

	Computer Equipment	Fixtures & Fittings	Total
Cost			
As at 1 April 2009	3,062	1,152	4,214
Additions	423	-	423
Disposals	-	-	-
As at 31 March 2010	<u>3,485</u>	<u>1,152</u>	<u>4,637</u>
Depreciation			
As at 1 April 2009	2,684	503	3,187
Charge for the year	165	65	230
Eliminated on disposals	-	-	-
As at 31 March 2010	<u>2,849</u>	<u>568</u>	<u>3,417</u>
Net Book Value			
As at 31 March 2009	<u>378</u>	<u>649</u>	<u>1,027</u>
As at 31 March 2010	<u>636</u>	<u>584</u>	<u>1,220</u>

FAME - Nottinghamshire Children & Families Mediation Service

NOTES TO THE ACCOUNTS For the year ended 31 March 2010

4 DEBTORS	Unrestricted Funds £	Restricted Funds £	2010 £	2009 £
Other Debtors	227	-	227	222
Prepayments and Accrued Income	2,324	9,643	11,967	2,250
	<u>2,551</u>	<u>9,643</u>	<u>12,194</u>	<u>2,472</u>

5 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	Unrestricted Funds £	Restricted Funds £	2010 £	2009 £
Accruals	2,444	-	2,444	7,492
Taxation and Social Security	3,317	-	3,317	5,375
	<u>5,761</u>	<u>-</u>	<u>5,761</u>	<u>12,867</u>

6 STAFF COSTS	2010 £	2009 £
Staff costs were as follows:		
Wages and NI (including Sessional payments)	80,486	101,038
Pensions	1,757	2,108
	<u>82,243</u>	<u>103,146</u>

Average number of employees: 6

The pension contributions are to a defined contribution pension scheme.

No employee received more than £60,000 per annum.

7 TRUSTEES REMUNERATION

The trustees neither received nor waived any emoluments during the year (2009: £Nil).

Out of pocket expenses were reimbursed to trustees as follows:

	2010 Number	2009 Number	2010 £	2009 £
Travel	1	-	103	-
			<u>103</u>	<u>-</u>

8 RELATED PARTY TRANSACTIONS

No person connected with the trustees has received or is due to receive any remuneration for the year directly or indirectly from the charity's funds.

FAME - Nottinghamshire Children & Families Mediation Service

NOTES TO THE ACCOUNTS For the year ended 31 March 2010

9 TAXATION

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

10 RESTRICTED FUNDS	2009 £	Income £	Expenses £	2010 £
Legal Services Commission	3,870	82,053	(81,514)	4,409
Nottingham Community Foundation	-	20,500	(20,500)	-
Parenting Information Programme	-	6,944	(1,710)	5,234
	<u>3,870</u>	<u>109,497</u>	<u>(103,724)</u>	<u>9,643</u>

Income from the Legal Services Commission is specifically for mediation services provided for financially eligible people only.

The grant from the Nottingham Community Foundation is provided to contribute to core costs payable by the charity.

Income in respect of the Parenting Information Programme is subject to restriction due to being provided exclusively for the promotion of the programme.

11 INDEPENDENT EXAMINERS FEES

Remuneration constituted an examiners fee of £600 (2009: £575).

FAME - Nottinghamshire Children & Families Mediation Service

SCHEDULE OF INCOME

For the year ended 31 March 2010

	Unrestricted	Restricted	TOTAL FUNDS	
	Funds	Funds	2010	2009
Incoming resources from generated funds	£	£	£	£
<i>Voluntary Income;</i>				
CAFCASS	-	-	-	16,766
Nottingham Community Foundation	-	20,500	20,500	-
Wates Foundation	10,000	-	10,000	-
<i>Activities for Generating Funds;</i>				
Legal Services Commission	-	82,053	82,053	82,981
Parenting Information Programme	-	6,944	6,944	-
<i>Investment Income;</i>				
Bank Interest	22	-	22	1,050
Incoming resources from charitable activities				
Income from private clients	8,969	-	8,969	11,115
Other Incoming Resources				
External Supervision	-	-	-	484
Others	97	-	97	100
	19,088	109,497	128,585	112,496

FAME - Nottinghamshire Children & Families Mediation Service

SCHEDULE OF EXPENSES For the year ended 31 March 2010

Establishment	Costs of generating			TOTAL FUNDS	
	voluntary income	Charitable Activities	Governance Costs	2010 £	2009 £
Rent	825	5,775	1,650	8,250	8,250
Rates	87	611	175	873	830
Service Charge	117	817	233	1,167	1,257
Electricity	96	671	192	959	966
Cleaning	10	71	20	101	112
	<u>1,135</u>	<u>7,945</u>	<u>2,270</u>	<u>11,350</u>	<u>11,415</u>
Staff Costs					
Salaries	11,386	17,079	17,079	45,545	50,917
Pension Contributions	439	659	659	1,757	2,108
Travel & Subsistence	142	212	212	566	464
	<u>11,967</u>	<u>17,951</u>	<u>17,951</u>	<u>47,868</u>	<u>53,489</u>
Administration Costs					
Printing	217	435	435	1,087	849
Stationery	185	370	370	925	599
Photocopying	34	68	68	171	123
Postage	318	636	636	1,589	1,537
Telephone	247	495	495	1,237	1,438
Insurance	75	151	151	377	347
Subscriptions & Affiliations	530	1,060	1,060	2,649	2,615
Promotional Materials	151	302	302	756	734
Legal Fees	-	-	1,115	1,115	15
Conference Costs	-	-	50	50	-
Financial Management	-	-	538	538	556
Bank Charges	-	-	32	32	58
Sundry Expenses	-	-	1,734	1,734	1,098
Independent Examination	-	-	825	825	585
	<u>1,758</u>	<u>3,516</u>	<u>7,810</u>	<u>13,085</u>	<u>10,554</u>
Service Costs					
Sessional Payments		34,941		34,941	50,121
Mediator Training Costs		545		545	1,025
Mediator Travelling Expenses		427		427	655
Outreach Costs		122		122	12
Supervision Costs		1,120		1,120	1,909
Interpreting Costs		376		376	110
Other Training		-		-	50
		<u>37,531</u>		<u>37,531</u>	<u>53,882</u>
Other Costs					
Resource Library		74		74	142
Depreciation			230	230	120
		<u>74</u>	<u>230</u>	<u>304</u>	<u>262</u>
Total Costs	<u>14,860</u>	<u>67,017</u>	<u>28,261</u>	<u>110,138</u>	<u>129,602</u>