



KINGSTON FRIENDS MEDIATION
ANNUAL TRUSTEES' REPORT & ACCOUNTS
MARCH 2008



With support from:

The Royal Borough
of Kingston
Homelessness unit

City Bridge Trust

KINGSTON FRIENDS MEDIATION

Trustees' Annual Report for year ended 31 March 2008

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KINGSTON FRIENDS MEDIATION

Trustees' Annual Report for year ended 31 March 2008

Objectives and activities

The charitable object of KFM, as set out in its Constitution, is the advancement of education of the general public in matters relating to conflict in human relationships. It has always provided mediation services as part of its work.

The Clerk's Report

The financial year 2007-8 has been one of successes and frustrations on the funding front, much mediation activity but an overriding sadness as we contemplate the dissolution of KFM.

There were welcome funding contributions from the City Bridge Trust (under its Leadership and Reconciliation Initiative, for teaching conflict resolution skills in schools), a legacy from the estate of Alec Holmes and, once again, funds from the Royal Borough of Kingston.

This was the fifth year in which KFM worked with the Kingston housing department on homelessness mediations. KFM mediations aim to prevent homelessness in young people arising from unresolved family disputes. Prior to the year end, despite acknowledging the effectiveness of KFM's mediation work, unfortunately the Royal Borough advised us that it would no longer provide funding.

Then, in July of 2008, after the financial year-end we said farewell to Paulette Morris, our consultant Co-ordinator. Paulette has been associated with KFM for over 5 years and her energy and support during that time has been invaluable. Paulette intends to develop her other interests in training, teaching, family mediation and coaching. We wish her very well and much success in her future roles.

After careful consideration of the various factors – funding, work personnel and availability of experienced committee members to replace those standing down after this AGM – the Management Committee has agreed that KFM should be dissolved. Accordingly, this annual report and accounts has been prepared on the basis that members approve the cessation of KFM charitable activities with effect from 15 December 2008.

The Management Committee has considered how best to continue and complete the City Bridge Trust mediation project. We have obtained agreement from CBT trustees that the project will be able to continue under the direction of Ealing Mediation Services (EMS), a charity doing similar work to that of KFM. With the approval of the Special General Meeting, after cessation of charitable activities the Management Committee will:

- 1) repay any unspent amounts on restricted funds to the original grantors; and
- 2) after settlement of any remaining liabilities give the balance on the general fund to EMS.

The Management Committee would like to express its sincere thanks to all its friends, supporters and funders who have contributed to KFM throughout the year. We would particularly like to thank our active mediators, who notwithstanding our deliberations and concerns about the future of KFM have continued working on mediation referrals in the community. Further details on their excellent work are set out in the sections that follow.

On behalf of the Management Committee.

Sharon Haliburton
Clerk

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Summary of main activities in the financial year to 31 March 2008

The Royal Borough of Kingston provided a total of £25,000 of funds for the year 2007-8 for Kingston Council Homelessness mediation referrals and a further £4,000 for the general purposes of KFM. Further details of the RBK mediations and other mediations from local housing associations undertaken, is in the Activities and Performance section below.

The City Bridge Trust awarded a grant of £39,000 (commencing October 2007, and to run for two years) under its Leadership and Reconciliation Initiative, for teaching conflict resolution skills in schools. During the financial year we received £14,625 of the grant and carried out preparatory work including liaison with local authority staff, head teachers and first stage of training materials.

KFM also carried out training at several local Surrey schools and undertook several community mediations in addition to the Kingston homelessness work noted above.

Summary of achievements and performance

As noted here and elsewhere, we were successful in securing funding from CBT to deliver six Peer Mediation Training programmes in schools in the London Boroughs of Kingston, Richmond and Ealing under the auspices of CBT's Leadership and Reconciliation Initiative. This was a notable achievement, as we learned that KFM was one of only 22 organizations awarded funding under the scheme. We were especially honoured to be invited to attend the Leadership and Reconciliation Initiative launch at the Guildhall; the event was attended by Debi Provenzale, Paulette Morris, and Graham Torr.

Mediations

During the 2007-8 we undertook 56 mediations as a continuation of the homelessness pilot project with the Royal Borough of Kingston. Applying Mediation Service measures, successful mediation took place in 47 (84%) cases; homelessness was prevented in 39 (70%) cases.

This achievement would not have been possible without the continued cooperation of Social Services, the Youth Offending Team, Beverly House, the CAB and the YMCA. Special thanks go to Aretha Moore and the team at Eagle Chambers who worked tirelessly throughout the year to support the increasingly complex needs of 16 and 17 year olds in the borough.

We continued to receive a large volume of enquiries about mediations and training (439 enquiries received during the year). In addition to homelessness-related mediations we continued to mediate in neighbourhood disputes in Kingston and Richmond and conducted 5 cases during the year, with 3 reaching full agreement. Peer Mediation continued with a course at Guildford High School in Surrey.

Training

The demise of Mediation UK meant that basic mediation skills training was no longer subject to a national accreditation scheme; as a result, organisations to which we have provided training in the past have begun to use other (non Mediation UK qualified) sources for training. Training activities were significantly reduced compared to 2007.

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Once again our thanks go to all the active mediators in the year who were Paulette Morris, Karin Noble, Jill Anderson, Debi Provenzale, Annalisa Heger, Donna-May John, and Beth Hinds. The active trainers for the year were Paulette Morris and Debi Provenzale.

Reference and administrative information

Name of Charity (as registered)	Kingston Friends Mediation
Charity Registration Number	1004194
Address of principal office	The Samaritans, 12 St Andrews Road, Surbiton, KT6 4DT

The names of the trustees of the charity (and the dates from which they have served) as at the date of approval of this annual report are:

Fred Ashmore	November 2004
Sharon Haliburton (Clerk)	November 2005
Barbara Maughan (Honorary Treasurer)	October 2002
Graham Torr	Re-elected November 2005
Claire Glaser	October 2007
Kate Weir	October 2007

During the financial year 2007-8 day to day management was undertaken by a consultant Co-ordinator, who managed the relationship with funding bodies, organised mediations and other activities carried out by KFM, supervised the standards of KFM's work.

The other relevant advisers and organisations associated with KFM are:

Independent Examiner	Mrs Teresa Graham CBE FCA 9 Eccleston Square London SW1V 1NP
Kingston Preparative Meeting of the Religious Society of Friends	Charity Excepted from Registration Friends Meeting House 78 Eden Street, Kingston upon Thames, KT1 1DJ
Bankers	Charities Aid Foundation The Co-operative Bank Kingston Branch

Structure, governance and management

Kingston Friends Mediation was founded in 1981 and then in July 1991 it was established more formally by its Constitution. It is registered with the Charity Commissioners for England and Wales as Charity number 1004194.

The policy, conduct and management of KFM are the responsibility of the Management Committee, (ie the trustees of KFM).

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The Management Committee consists of not less than 4 and not more than 12 members. Each member is required to be re-elected after 3 years of serving and may not serve for more than two consecutive terms. Kingston Preparative Meeting of the Religious Society of Friends has the right, under the Constitution, to nominate a representative on the Management Committee. The Management Committee appoints, annually, one of their number for each of the office of Clerk and Treasurer. The role of the Clerk in KFM is that of a Chair. The term derives from KFM's Quaker origins.

Governance during period to Cessation of Activities

As a recommendation has been proposed to dissolve KFM, no new Committee members are due to be appointed at the Annual General Meeting. The Committee will ask approval at the Special General Meeting of 15 December 2008 for the members of the present Management Committee, other than those who are required to step down under the Constitution, to continue their service until the dissolution of KFM is complete and all necessary accounts and reports have been lodged with the Charity Commission.

Treasurer's Report and Financial Review

Review of the financial position

The net assets in the general fund are available for the general purposes of the charity. Restricted Funds net assets are in funds to be used for purposes specified by grantors.

As set out in the Clerk's Report on page 3 a proposal has been put to the members to dissolve the charity and to transfer the balances on the General Fund in accordance with the KFM Constitution and wishes of its members.

Summary financial position

	2008	2007
	£'000	£'000
Total Net Assets at 31 March:	19	8
General fund	7	7
Restricted funds	12	1
Total Bank balances at 31 March:	24	10
General fund	9	9
Restricted funds	15	1

Summary of incoming resources:

Total incoming resources were roughly comparable with prior year at £53,230 (2007 £54,133) but were more weighted to restricted funds with the receipt of £25,000 of Homelessness Unit funding from Kingston and £14,625 from City Bridge Trust.

Training activities provided to beneficiaries were significantly down from prior year.

KINGSTON FRIENDS MEDIATION

Trustees' Annual Report for year ended 31 March 2008

Summary of incoming resources:

	2008 £'000	2007 £'000
Total Income:	53	54
General fund	14	29
Restricted funds	39	25
Voluntary income (donations)	2	1
Training Courses in Mediation	6	21
Grant City Bridge Trust Leadership and Reconciliation Initiative	14	-
Grant – Royal Borough Kingston (Homelessness mediations)	25	25
Grant – Royal Borough Kingston (general purposes)	4	3
Mediations	1	4
Other income (bank interest & sales of handbooks)	1	-

Summary of resources expended:

	2008 £'000	2007 £'000
Total expenditure:	43	53
General fund	29	26
Restricted funds	14	27

A breakdown of the resources expended in the year:

On Charitable Activities:	2008 £'000	2007 £'000
Fees paid or due to mediators & trainers:		
Homelessness Mediation Pilot	23	22
City Bridge Trust –preparation and training materials	4	-
Training Courses	5	15
Mediations	5	1
General beneficiary support & office fees	1	6
Office Equipment costs from Bridge House Trust	-	1
Other fieldwork & office support costs	3	6.5
Cost of generating funds and voluntary income	1	0.5
Governance Costs	1	1
Total expenditure	43	53

Cost of generating funds

Activities for generating funds are principally preparing grant applications.

Charitable activities

The main item is fees (mediators and training providers) of which the greater part was for Homelessness Mediation referrals from the Royal Borough. Fees to trainers decreased significantly over prior year reflecting the drop in activity levels. Other mediation fees were down as KFM has focused on restricted fund commitments. General beneficiary support and office fees are significantly lower reflecting reduced office time spent on answering enquiries. Prior year included attendance at City Bridge Trust Leadership and Reconciliation Initiative and other related events.

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Trustees' Annual Report for year ended 31 March 2008

Governance Costs

Most of the governance activity of KFM is performed by the Management Committee on a voluntary basis. The costs incurred above are the cost of an independent examination (which is recognised along with the value of donated services) and the cost of preparing for the Annual General Meeting and support provided to Management Committee.

Overall

The overall net surplus in 2008 is £10,115 (2007 £1,246). This surplus is due to the fact that activities on the City Bridge Trust project have proceeded more slowly than anticipated in the financial year.

Policy on reserves

During the financial year, KFM maintained its policy of maintaining free reserves of at least three months' general expenditure. Free reserves are defined as unrestricted funds less the net book value of any fixed assets held.

As at March 2008, KFM had free reserves totalling £7,100 (2007 - £7,367).

Responsibility for the accounts

The Management Committee has set out below a rather more formal statement of their responsibilities. Charity Law requires the Management Committee, as trustees of KFM, to prepare financial statements for each financial year. The Management Committee have undertaken that the financial statements of KFM give a true and fair view of the state of affairs of the charity, and of the surplus or deficit of KFM for a given period.

In preparing the financial statements, the Management Committee have, after taking appropriate advice:

- selected suitable accounting policies and then applied them consistently from one year to another; and
- made judgements and estimates that are reasonable and prudent.

Applicability of Going Concern

The Management Committee have proposed that KFM should be dissolved and accordingly the financial statements have been presented on a cessation basis.

The Management Committee are also responsible for keeping proper accounting records which will enable them to prepare financial statements and to ensure that the financial statements comply with the requirements of the Charities Acts.

They are also responsible for safeguarding the assets of KFM and hence for taking reasonable steps for the prevention and detection of fraud or any other irregularities.

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Trustees' Annual Report for year ended 31 March 2008

The Management Committee have determined that the audit requirement of section 43(2) of the Charities Act 1993 does not apply.

We record once again our appreciation of the help and advice of our Honorary Independent Examiner, Teresa Graham who has, as in prior years, donated her services free of charge.

Signed on behalf of the Trustees

Sharon Haliburton
Clerk to the Trustees

Barbara Maughan
Honorary Treasurer

KINGSTON FRIENDS MEDIATION

Independent Examiner's Report for year ended 31 March 2008

REPORT OF THE INDEPENDENT EXAMINER TO THE MEMBERS OF KINGSTON FRIENDS MEDIATION MANAGEMENT COMMITTEE

I report on the financial statements of Kingston Friends Mediation for the year ended 31 March 2008 which are set out on pages 11 to 16.

Respective responsibilities of Management Committee and the Examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An Examination includes a review of the accounting records kept by KFM and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the financial statements.

Independent examiner's statements

Cessation of charitable activities and resolution to dissolve

Without qualifying my report, I draw attention to the fact that as set out in the Clerk's report on page 3, 8 and in note 1.1 to the accounts, a resolution to dissolve KFM has been proposed to the members. In view of this proposal the accounts have not been prepared on the basis of a going concern.

In connection with my examination, other than as noted in the preceding paragraph, 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 41 of the Act; and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Teresa Graham CBE, FCA

Chartered Accountant, London, 15 December 2008

KINGSTON FRIENDS MEDIATION

Financial statements for year ended 31 March 2008

Statement of Financial Activities

	Notes	Restricted Funds (see note 3)			Total Restricted Funds £	General Fund £	Total Funds 2008 £	Total Funds 2007 £
		Homelessness Mediation Pilot £	City Bridge Trust £	Thames Community Foundation £				
<u>Incoming Resources</u>								
Incoming resources from generated funds								
Voluntary income	1.2 2	-	-	-	-	1,785	1,785	1,156
Investment income – bank interest		-	-	-	-	798	798	352
Incoming resources from charitable activities								
Mediations	1.2	-	-	-	-	1,325	1,325	3,750
Grants	3	25,000	14,625	-	39,625	4,000	43,625	27,500
Training courses provided		-	-	-	-	5,520	5,520	21,250
Sale of published material		-	-	-	-	177	177	125
Total incoming resources		25,000	14,625	-	39,625	13,605	53,230	54,133
<u>Resources expended</u>								
Costs of generating funds								
Costs of generating voluntary income		-	-	-	-	695	695	345
Fundraising trading: costs of goods sold		-	-	-	-	217	217	13
Charitable activities								
Mediators fees	4	23,151	-	-	23,151	4,513	27,664	23,759
Trainers fees		-	3,850	-	3,850	5,075	8,925	15,236
General beneficiary support & office fees		-	-	-	-	1,649	1,649	6,129
Other fieldwork and support costs	6	2,242	-	-	2,242	593	2,835	6,276
Governance costs	7	-	-	-	-	1,130	1,130	1,129
Total resources expended		25,393	3,850	-	29,243	13,872	43,115	52,887
Total Net incoming/(outgoing) resources for the year		(393)	10,775	-	10,382	(267)	10,115	1,246
<u>Reconciliation of funds</u>								
Total funds brought forward		1,009	-	85	1,094	7,367	8,461	7,215
Total funds carried forward		616	10,775	85	11,476	7,100	18,576	8,461

There are no other recognised gains/losses and the net incoming resources for the year ended 2007-08 arose from the charity's activities. The notes on pages 13 to 16 form part of these accounts.

KINGSTON FRIENDS MEDIATION

Financial statements for year ended 31 March 2008

BALANCE SHEET

	Notes	2008 £	2007 £
KFM GENERAL FUND			
Current assets			
Stock of published materials		-	217
Debtors	8	-	310
Cash at bank		<u>9,075</u>	<u>8,886</u>
		9,075	9,413
Less: current liabilities			
Sundry creditors	9	(1,975)	(2,046)
KFM GENERAL FUND NET ASSETS		<u><u>7,100</u></u>	<u><u>7,367</u></u>
RESTRICTED FUNDS			
Current assets			
Cash at bank		15,206	1,094
Less: current liabilities			
Sundry creditors	9	(3,730)	-
RESTRICTED FUNDS NET ASSETS		<u><u>11,476</u></u>	<u><u>1,094</u></u>
TOTAL NET ASSETS		<u><u>18,576</u></u>	<u><u>8,461</u></u>
Represented by:			
FUNDS			
General Fund		7,100	7,367
Restricted Funds:			
- Homelessness Mediation Pilot Project		616	1,009
- City Bridge Trust		10,775	-
- Thames Community Foundation		85	85
Total Restricted Funds		11,476	1,094
TOTAL FUNDS		<u><u>18,576</u></u>	<u><u>8,461</u></u>

Approved at the Annual General Meeting on 15 December 2008 and signed on behalf of the Trustees by:

Barbara Maughan
Honorary Treasurer

Sharon Haliburton
Clerk to the Trustees

The notes on pages 13 to 16 form part of these accounts.

KINGSTON FRIENDS MEDIATION

Financial statements for year ended 31 March 2008

NOTES TO THE FINANCIAL STATEMENTS AT 31 MARCH 2008

1 ACCOUNTING POLICIES

1.1 The financial statements are prepared under the historical cost basis of accounting. The accounts are not prepared on a going concern basis as a resolution to dissolve the activities of the Charity has been proposed to the members. Subject to this, the accounts are prepared in accordance with the Charities (Accounts and Reports) Regulations 1995 and "Accounting and Reporting by Charities: Statement of Recommended Practice Revised 2005" (the SORP).

1.2 Incoming resources comprising grants, legacies and gifts for specific charitable projects are, where appropriate, held in separately designated restricted funds. Donations include all other gifts and donated services. Donations are recognised in the accounts as receivable when all conditions for receipt have been met. Donated services are recognised in the financial statements where provided by an entity or individual as part of their trade or profession. The value placed on donated services is the estimated value to the charity being the price it would pay in the open market for a service of equivalent utility to the charity.

Incoming resources from charitable activities comprise income received and receivable against invoices following the provision of mediation, training and other services and sales of publications to the charity's beneficiaries.

There are no restrictions on incoming resources in the General Fund apart from the furtherance of KFM's charitable activities.

1.3 Resources expended. Expenditure is recognised on an accruals basis as the liability is incurred. Expenditure includes irrecoverable VAT which is reported as part of the expenditure to which it relates.

Costs of generating funds comprises the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities. As permitted by the exemptions for small charities given in the SORP Appendix 5, costs of an indirect nature are not allocated to charitable activities. Certain indirect costs are however allocated at fund level and are apportioned on the basis of estimated mediator activity levels, as set out in note 6.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees (following their recognition as donated services) and costs linked to the strategic management of the charity.

1.4 Stocks of published material (hand books and videos) are shown at the lower of net realisable value or cost.

KINGSTON FRIENDS MEDIATION

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2 VOLUNTARY INCOME

	2008	2007
	£	£
Donated services:		
- Teresa Graham Independent Examiner's fee	500	500
Donations – General Fund	595	635
Legacy from the estate of Alec Holmes	1,000	-
Prior year income tax on covenants not recoverable	(310)	-
Income tax recoverable on covenants	-	21
	<u>1,785</u>	<u>1,156</u>

3 RESTRICTED FUNDS

Homelessness Mediation Pilot: as a continuation of the Homelessness Mediation Pilot, KFM was awarded quarterly funding which amounted to £25,000 for the year from the Royal Borough of Kingston upon Thames.

City Bridge Trust: KFM was awarded a grant of £39,000 (commencing October 2007, and to run for two years) under its Leadership and Reconciliation Initiative, for teaching conflict resolution skills in schools. During the financial year KFM received £14,625 of the grant funds. Following the proposal to dissolve KFM the Management Committee have agreed with the City Bridge Trust that this conflict resolution project will be completed by Ealing Mediation Services. Accordingly the balance of unspent funding received was repaid after year end. See post balance sheet event set out in note 12.

Thames Community Foundation: the fund is to be used for the purpose of funding the costs involved in obtaining accreditation for the Group's mediation services.

4 CONSULTANT, MEDIATORS', TRAINERS' AND OFFICE WORKERS' FEES

Most mediation work is paid for on an hourly or sessional basis: the rates for some of this work reflect an element of voluntary contribution. Co-ordination and administrative support is paid for on an hourly basis. Some helpers gave services free. All mediators can claim travel expenses for fieldwork. Volunteers can also claim travel expenses.

5 OFFICE PREMISES – SAMARITANS SURBITON

Since June 2005 KFM has had the use of office accommodation and office furniture at The Samaritans in Surbiton for a token amount of £250 per annum. The Trustees are very grateful for this assistance and support. The office has certain access restrictions and hence the Trustees are unable to estimate with any certainty the commercial value of this free accommodation.

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6 OTHER FIELDWORK AND SUPPORT COSTS

As permitted by the SORP Appendix 5, KFM applies the exemption available to small charities, and does not attribute its support costs to each of its charitable activities. However, KFM does attribute office supplies and overheads between the General Fund and the Restricted Funds, based on respective activity levels, of which the key driver is mediator time spent.

Following the balance of the mediator activities over that period, office supplies and overheads were apportioned on a 50:50 basis between the continuation of the Homelessness Mediation Pilot and general funds.

7 GOVERNANCE COSTS

	2008	2007
	£	£
Co-ordinator's fees for time spent	630	629
Independent Examiner's fees	<u>500</u>	<u>500</u>
	<u><u>1,130</u></u>	<u><u>1,129</u></u>

As stated above in note 2, Teresa Graham, KFM's Honorary Independent Examiner has waived her charges for both the current and prior year.

8 DEBTORS

	2008	2007
	£	£
<u>General Fund</u>		
Income Tax Recoverable	<u>-</u>	<u>310</u>
	<u><u>-</u></u>	<u><u>310</u></u>

9 SUNDRY CREDITORS

	2008	2007
	£	£
<u>General Fund</u>		
Mediators fees and expenses	1,025	1,096
Income received in advance – Richmond Housing	<u>950</u>	<u>950</u>
	<u><u>1,975</u></u>	<u><u>2,046</u></u>
<u>Restricted Funds</u>		
City Bridge Trust	1,750	-
Royal Borough Kingston Mediations	<u>1,980</u>	-
	<u><u>3,730</u></u>	<u><u>-</u></u>

Income received in advance is in respect of Richmond Housing Partnership for mediation referrals. These referrals were mediated after the year end.

10 TAX

No liability to taxation arises as KFM is exempt from taxation under the Income and Corporation Taxes Act 1988 on its charitable activities.

KINGSTON FRIENDS MEDIATION

Financial statements for year ended 31 March 2008

11 TRUSTEES REMUNERATION

None of the Trustees received any remuneration or expenses whilst in office during the year.

12 POST BALANCE SHEET EVENT

On 23 November 2008, following agreement with the City Bridge Trust, KFM repaid the unspent monies received.

	2008
	£
Balance on City BridgeTrust Restricted Fund at 31 March 2008	10,775
Funding received post year end	4,875
Expenditure on grant related activities post year end	<u>(2,375)</u>
Amount refunded to the City BridgeTrust November 2008	<u>13,275</u>