

OXFORDSHIRE FAMILY MEDIATION
ACCOUNTS FOR THE YEAR ENDED
30 SEPTEMBER 2009

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Registered Charity No. 1121058
Registered Company No. 6258501

OXFORDSHIRE FAMILY MEDIATION**LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 30 SEPTEMBER 2009**

Trustees: Margaret Charnock
Sarah Brammeier McCrisken
Robert Mather
Nigel Spawton
Martin Wilkinson

Director: Marion Stevenson

Registered Office: 125 London Road
Headington
Oxford
OX3 9HZ

Auditors: Critchleys
Chartered Accountants
Greyfriars Court
Paradise Square
Oxford
OX1 1BE

Bankers: CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

OXFORDSHIRE FAMILY MEDIATION
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2009

The Trustees present their report along with the financial statements of the charity for the year ended 30 September 2009. The audited accounts for the year ended 30 September 2009 have been prepared in accordance with the revised Statement of Recommended Practice issued in 2005 (SORP 2005) and comply with the charity's trust deed. The report of the auditors is given on pages 5 and 6 and the principal accounting policies adopted by the charitable company are set out on page 8.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Oxfordshire Family Mediation is a company limited by guarantee and registered as a charity under the Charities Act. The charitable company is governed by its Memorandum and Articles of Association. Oxfordshire Family Mediation was incorporated as a company on 24 May 2007 (registered company number 6258501) and registered by the Charity Commission on 4 October 2007 (charity number 1121058).

The Board of Trustees appoint new members of the Board either to fill a casual vacancy or by way of addition to the Board. Particular emphasis is placed upon the appointment of Trustees with knowledge and experience relevant to the charitable company's activities. Before appointment proposed new trustees are asked to read induction materials which include a trustee job description, background information on the charity, and an overview of their responsibilities under the Companies and Charities Acts.

Day to day administration of the charity is delegated to the Director, office manager and two administrators under the supervision of the Board of Trustees. Decision-making powers are retained by the Trustees and exercised at their regular meetings.

The trustee directors set out below held office during the whole of the year except where otherwise stated. The company has no share capital and the directors have no interests in it.

Margaret Charnock
Sarah Brammeier McCrisken
Robert Mather
Susan Newby (resigned 15 October 2008)
Nigel Spawton
Martin Wilkinson

The Trustees have identified and considered the major risks to which the charity is exposed and have established systems and procedures to manage those risks.

OXFORDSHIRE FAMILY MEDIATION
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2009 (CONTINUED)

OBJECTIVES AND ACTIVITIES

The objective of the charitable company is to alleviate hardship and distress caused by the breakup of marriage and family and to preserve and protect the health both mental and physical of adults and children involved therein.

The 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 Charity Commission.

ACHIEVEMENTS AND PERFORMANCE

This is the second Report & Accounts for the new incorporated charity of Oxfordshire Family Mediation, which commenced operations in October 2007. Although only two years old, the current charity and its predecessor have been providing family mediation services in Oxfordshire for over twenty years. It took over the assets and liabilities of the 'old' unincorporated charity of the same name, by legal agreement, after that entity got into financial difficulties. A completely new group of Trustees were appointed. In the current year the Board has been strengthened by two appointments; Christine Plews and Richard Huggins. Christine is a family lawyer and Richard is an academic in the Social Services arena. We believe the range of skills they possess will enhance the effectiveness of the Board.

During this second year the organisational structure and personnel has been far more settled. As such we have been able to develop on a number of fronts and increase our throughput of mediation cases. For example, compared to 07/08, Mediation Referrals increased by 23%, Assessments by 18% and Mediation starts also by 18%. This indicates how mediation in general and the services that OFM provides are becoming more recognised by Solicitors and the Courts. The current year has also started well with numbers increasing again on the figures quoted above.

It is worth noting, and we welcome this development, that in the recent Government Green Paper on Family and Relationships, consultation is being sought on the proposal to make mediation assessment compulsory before embarking down alternative routes. We will submit our thoughts and see what transpires.

In addition to our core activity of mediation we have continued to develop other activities. The Walking on Eggshells drama workshop, which we pioneered with Pegasus Theatre, was performed in a number of urban primary schools in the Banbury area. In recognition of this programme and our Schools Link training modules we received the Avril Reid Award for Innovation in Mediation from the National Family Mediation association. This award is made annually to just one nationally affiliated Family Mediation body. We also launched our Volunteer Ambassador programme which promotes our services in the more deprived areas of the county.

Although our developments are considerable they would not be possible without the specific funding provided by donor organisations. We thank them all for their help and support.

FINANCIAL REVIEW

In the year the charity achieved a surplus of £20,255. Funds at the end of the year stood at £72,603. However of this sum £44,784 is Restricted Funds held at year end and are designated for specific purposes. Only £27,819 is unrestricted for uses designated by ourselves. Our unrestricted surplus in the year was just £6,047. This highlights the finely balanced nature of the charity's finances even though, as noted above, our activity has increased considerably.

We do receive direct service funding (on a per case basis) from the Legal Services Commission and private clients. However this is not sufficient to cover in full our administration costs and other overheads. We are most grateful for the financial sponsorship we have received from our supporters. We do rely on such support to continue to fulfil our mission to children and families and to develop the service.

OXFORDSHIRE FAMILY MEDIATION
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2009 (CONTINUED)

PLANS FOR THE FUTURE

During the past year we have developed and adopted an outline Business Plan for the next three years. In addition we have been able to appoint a Children's Programme Officer who is looking at all aspects of our Children's Services and recently presented recommendations to the Board. As we progress through 09/10 we hope to implement a number of these proposals.

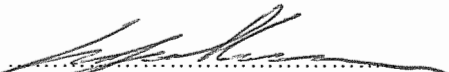
RESERVES POLICY

The Trustees have considered the sustainability of the charity and believe that a minimum reserve of £20,000 should be retained to allow for an orderly closure of the service should that action be deemed necessary. However as we are a new charity with limited finances that policy will not be fully implemented until the end of our third year. We would want to see total Unrestricted Reserves being at least double the above amount. Currently that is not the case.

HOW WE DELIVERED PUBLIC BENEFIT

Oxfordshire Family Mediation provided public benefit by the provision of a wide range of services in support of families and children who have been affected by parental break up. We believe that these services are unique in our geographical area.

Approved by the Trustees and signed on their behalf by:


Trustee

16 March 2010

OXFORDSHIRE FAMILY MEDIATION
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2009 (CONTINUED)

TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Oxfordshire Family Mediation 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 that year. In preparing the 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;
- 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 in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware, there is no relevant audit information of which the charitable company's auditor is unaware; and the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

A resolution to re-appoint Critchleys, Chartered Accountants, will be proposed at the Annual General Meeting.

ON BEHALF OF THE TRUSTEES


.....
Trustee

16 March 2010

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF OXFORDSHIRE FAMILY MEDIATION

We have audited the financial statements of Oxfordshire Family Mediation for the year ended 30 September 2009 which comprise the Statement of Financial Activities, Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the charitable company's members, as a body, in accordance with Section 495 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and Auditor

The Trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the charity's financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Report of the Trustees is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of Trustees' remuneration specified by law are not made.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of Audit Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES
OF OXFORDSHIRE FAMILY MEDIATION (continued)**

Opinion

In our opinion:

- the financial statements give a true and fair view of the state of the charity's affairs as at 30 September 2009 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- the accounts have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities;
- the accounts have been prepared in accordance with the Companies Act 2006; and
- the information given in the Trustees' report is consistent with the accounts.



Oxford
26 March 2010

Robert Kirtland (Senior Statutory Auditor)
for and on behalf of Critchleys,
Statutory Auditor

OXFORDSHIRE FAMILY MEDIATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2009

	Note	Unrestricted Fund £	Restricted Funds £	Total Funds 2009 £	Total Funds 2008 £
INCOMING RESOURCES					
Funds transferred from unincorporated charity		-	-	-	16,039
Voluntary income		36,126	70,488	106,614	57,983
Income from activities for generating funds		5,813	-	5,813	2,706
Incoming resources from charitable activities		181,145	-	181,145	183,342
Other incoming resources		-	-	-	1,190
Investment income		866	-	866	1,737
		<u>223,950</u>	<u>70,488</u>	<u>294,438</u>	<u>262,997</u>
RESOURCES EXPENDED					
Costs of generating funds:					
Fund-raising costs		17,366	4,500	21,866	1,700
Costs of charitable activity:					
Provision of mediation services	2	199,687	51,780	251,467	208,349
Governance costs	3	850	-	850	600
		<u>217,903</u>	<u>56,280</u>	<u>274,183</u>	<u>210,649</u>
NET INCOMING RESOURCES		6,047	14,208	20,255	52,348
Transfers between funds		-	-	-	-
BALANCE AT					
1 October 2008		<u>21,772</u>	<u>30,576</u>	<u>52,348</u>	<u>52,348</u>
BALANCE AT					
30 September 2009		<u>27,819</u>	<u>44,784</u>	<u>72,603</u>	<u>-</u>

The notes on pages 10 to 14 form part of these accounts.

All activities are continuing. There are no gains or losses other than those recognised through the Statement of Financial Activities. The Statement of Financial Activities incorporates the income and expenditure.

As a company limited by guarantee and with charitable objects, a "reconciliation of shareholders funds" is not considered appropriate.

OXFORDSHIRE FAMILY MEDIATION

**BALANCE SHEET
AS AT 30 SEPTEMBER 2009**

	Note	2009 £	2008 £
FIXED ASSETS	4	9,852	5,492
CURRENT ASSETS			
Debtors	5	26,169	21,866
Cash at bank		<u>50,847</u>	<u>50,244</u>
		77,016	72,110
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	6	(14,265)	(25,254)
NET CURRENT ASSETS		62,751	46,856
NET ASSETS		<u>72,603</u>	<u>52,348</u>
FUNDS			
Unrestricted funds		27,819	21,772
Restricted funds		<u>44,784</u>	<u>30,576</u>
	7	<u>72,603</u>	<u>52,348</u>

The financial statements have been prepared in accordance with provisions applicable to companies subject to the small companies regime under the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The notes on pages 10 to 14 form part of the accounts.

These accounts were approved and authorised for issue by the Board of Trustees on 16 March 2010


.....
Trustee

OXFORDSHIRE FAMILY MEDIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2009

1 ACCOUNTING POLICIES

a) Accounting conventions

In preparing the accounts the charity has followed best practice as laid down in the Charities Act 1993 (as amended by the Charities Act 2006) and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (Revised 2005). The accounts are prepared under the historical cost convention, and in accordance with all applicable accounting standards. The financial statements have been prepared in accordance with provisions applicable to companies subject to the small companies regime under the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Where a donor has specified a particular purpose for a donation, the income is shown as restricted income in the Statement of Financial Activities. Any such income unexpended at the year end is shown as a restricted fund in the balance sheet. Any expenditure in anticipation of restricted income is carried forward as a negative balance on the restricted fund.

c) Incoming resources

Donations, grants, legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

d) Resources expended

Resources expended are accounted for on an accruals basis and gross of any related income. Costs that specifically relate to costs of generating funds and governance costs are charged to those expense categories. All other costs form part of the costs of the charitable activity. Costs of generating funds comprise the costs of fund-raising events. Governance costs include those costs, such as statutory audit and legal and professional fees, associated with constitutional and statutory requirements.

e) Fixed assets

Tangible fixed assets are stated at historical cost less depreciation. Depreciation is provided using the following rates which reflect the anticipated useful lives of the assets:

Fixtures, fittings and equipment	5 years on a straight line basis
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f) Leasing commitments

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the revenue account on a straight line basis.

OXFORDSHIRE FAMILY MEDIATION

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2009 (continued)**

2 COSTS OF CHARITABLE ACTIVITY	2009	2008
	£	£
Mediators and mediation costs	93,011	67,602
Office staff salary	71,010	61,992
Office staff social security costs	6,156	5,153
Premises costs (including rent)	37,321	31,618
Children's drama workshops	3,471	3,250
Training	2,733	3,551
Insurance	862	371
Phone, fax and Internet	3,837	3,412
IT and photocopier	8,147	1,626
Posting, printing and stationery	8,978	9,527
Marketing and publicity	864	2,657
Book-keeping and payroll	3,774	2,066
Professional fees and subscriptions	4,491	4,052
Recruitment	2,589	7,445
Bank charges	596	734
Sundry	997	1,812
Depreciation	<u>2,630</u>	<u>1,481</u>
	<u>251,467</u>	<u>208,349</u>

5 staff members were employed during the year (2008: 5). No employee was paid in excess of £60,000 and no pension contributions were made.

3 GOVERNANCE COSTS	2009	2008
	£	£
Auditors' remuneration	<u>850</u>	<u>600</u>

OXFORDSHIRE FAMILY MEDIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2009 (continued)

4	FIXED ASSETS		Fixtures, fittings & equipment £
	Cost		
	At 1 October 2008		6,973
	Additions		<u>6,990</u>
	At 30 September 2009		<u>13,963</u>
	Depreciation		
	At 1 October 2008		1,481
	Charge for the year		<u>2,630</u>
	At 30 September 2009		<u>4,111</u>
	Net Book Value		
	At 30 September 2009		<u>9,852</u>
	At 1 October 2008		<u>5,492</u>
5	DEBTORS	2009 £	2008 £
	Due from Legal Services Commission	15,487	11,397
	Prepayments and other debtors	<u>10,682</u>	<u>10,469</u>
		<u>26,169</u>	<u>21,866</u>
6	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2009 £	2008 £
	Trade creditors	-	11,969
	Accruals and deferred income	10,284	6,340
	Other creditors	<u>3,981</u>	<u>6,945</u>
		<u>14,265</u>	<u>25,254</u>

OXFORDSHIRE FAMILY MEDIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2009 (continued)

7 FUNDS

	Unrestricted Fund	Children in Need	Children's Services	Clothworks Foundation	ESF	Stevenson Fund	FEOFFS Fund	LSC Training	Parenting Apart	Wates	Total
	£	£	£	£	£	£	£	£	£	£	£
Funds at 1 October 2008	21,772	19,437	-	-	-	1,539	9,600	-	-	-	52,348
Incoming resources	223,950	11,488	12,250	5,000	12,000	-	11,520	2,900	4,080	11,250	294,438
Resources expended	(217,903)	(15,452)	(5,380)	(5,000)	(1,906)	(1,539)	(11,520)	(833)	(3,400)	(11,250)	(274,183)
Transfer between funds	-	-	-	-	-	-	-	-	-	-	-
Funds at 30 September 2009	27,819	15,473	6,870	-	10,094	-	9,600	2,067	680	-	72,603
Represented by:											
Fixed assets	9,852	-	-	-	-	-	-	-	-	-	9,852
Current assets	32,232	15,473	6,870	-	10,094	-	9,600	2,067	680	-	77,016
Current liabilities	(14,265)	-	-	-	-	-	-	-	-	-	(14,265)
	27,819	15,473	6,870	-	10,094	-	9,600	2,067	680	-	72,603

The **Unrestricted Fund** is applied at the discretion of the trustees.

Children in Need is a restricted fund supporting children and young people's services.

Children's Service is a restricted fund consisting of donations from a variety of sources intended to support "The Children's Service".

Clothworks Foundation comprised a one off donation to support the establishment of a new database of mediation cases.

ESF is a restricted fund supporting a volunteer ambassador scheme aimed at informing people in particularly deprived areas of the community about the advantages of mediation.

The Stevenson Fund consists of donations originally provided to be spent on improvements and developments for the charity.

FEOFFS is a restricted fund regarding donations from FEOFFS for court appearances for means tested individuals.

LSC Training represents monies provided by the LSC to support the training of new mediators.

Parenting Apart is a restricted fund comprising donations from a variety of sources intended to support "Parents Apart".

The **Wates Fund** is a restricted fund intended to provide financial support for families engaged in mediation.

OXFORDSHIRE FAMILY MEDIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2009 (continued)

8 TRUSTEES

No trustees received any remuneration or reimbursement of expenses during the year.

9 STATUS OF THE COMPANY

Oxfordshire Family Mediation is a charitable company limited by guarantee. The liability of the members in the event of the charitable company being liquidated is limited to £1 per member.

