Charity number: Company number: 1142334 07522878

BERKSHIRE FAMILY MEDIATION
(A company limited by guarantee)

**Financial Statements** 

Year ended 31 March 2018



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### Annual Report and Financial Statements for the year ended 31 March 2018

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### **LEGAL AND ADMINISTRATIVE INFORMATION**

**Charity Name:** 

**Berkshire Family Mediation** 

Charity registration number:

1142334

Company registration number:

07522878

Principal & Registered Office:

Room 328, Davidson House

Forbury Square

Reading

Berkshire, RG1 3EU

Management Committee:

Richard Palmer Mark Penston Alan Meechan Aideen Mattimore

Director Director Director

Aideen Mattimore Eileen Harris Stephen Farrow

Director (Appointed 16/11/2017) Director (Resigned 13/06/2017) Director (Resigned 14/11/2017)

Key management personnel:

Secretary:

Stephen Farrow (Resigned 14/11/2017)
Asim Khalid ACA (Appointed 14/08/2018)

Director of Services:

Keith Chappell

Bankers:

Lloyds TSB Plc 1 Market Place Reading Berkshire

Independent Examiner:

M J McAllister, ACA

Moore Stephens LLP

R+

2 Blagrave Street

Reading Berkshire RG1 1AZ

#### Report of the Management Committee for the year ended 31 March 2018

The Management Committee present their report and the financial statements for the year ended 31 March 2018.

### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 9 February 2011, registered as a charity on 9 June 2011. 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.

### **Objects**

The objects of the charity are to provide assistance through mediation for couples going through separation and divorce or couples who are already separated and have unresolved matters to be settled. These matters can relate to property and financial issues and to parenting issues such as where children will live and the time they spend with each parent.

#### Organisation

Berkshire Family Mediation has a Management Committee made up of the Directors of the company. Additional members, who will not necessarily be Directors, attend Management Committee meetings in an advisory capacity. During the reporting year the BFM Professional Practice Consultant has joined the committee on occasions as well as two representatives from the Legal Profession.

It is proposed that The Management Committee will meet a minimum of 4 times a year.

The Chairman will be responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Director of Services has responsibility for the day to day operational management of the company, individual supervision of the staff team and ensuring that the team continues to develop its skills and working practices regarding administration and accounting.

During the year the Company have been unable to find a replacement Chairman with experience of mediation, Court or legal process to assist with furthering the aims of Berkshire Family Mediation, mainly due to perceived concerns of "Conflict of Interest".

The Management Committee have appointed a Chairman from their number to chair meetings on a rotation basis, whilst the search for a Chairman continues.

Following the Charity year end the Director of Services resigned on 13th June 2017 and has been replaced.

### **Activities and Achievements**

The charity is a member of a network of Family Mediation organisations and is affiliated to the national body, National Family Mediation (NFM).

During the year substantial investment in IT and processes have been made in order to ensure compliance with new data protection legislation. We have also successfully tendered for a new Legal Aid contract which will commence in September 2018.

Further investment has been made in the website to aid BFM in reaching its clients as they turn to social media for information.

Following the loss of the contract to deliver the Separated Parents Information Programme in November 2017 the organisation was forced to review its structure and services. This resulted in various efficiency measures and changes in procedures. This also required reduction in staffing numbers due to the drop in work.

### Report of the Management Committee for the year ended 31 March 2018 (continued)

#### Financial Review and Policies

The main sources of income during the year were fees from mediating couples (either from the Legal Aid Agency and from the couples directly) and from CAFCASS for the provision of the Separated Parents Information Programme (SPIP) up to the end of 2017.

The main items of expenditure remain mediator's allowances and administrative support as well as investment in new software..

The Management Committee continues to recognise the difficulty in maintaining income levels and containing administrative costs and have embarked on a review of the business to safeguard the future going concern of the charitable Company.

#### **Public Benefit**

In planning the activities of the charity the Management Committee have given due consideration to Charity Commission published guidance on the operation of the Public Benefit requirement.

The primary aim of family mediation is to help couples involved in the process of separation and divorce, to reach agreements or reduce the area of intensity of conflict between them, especially in disputes concerning children.

In the short term, the objective of mediation is to help parents to reach a workable settlement which takes account of the needs of the children and adults involved.

The longer term objective is to help both parents:

- to maintain their relationship with their children
- to achieve a cooperative plan for their children's welfare.

The service has a central location at Reading County Court, and also offers appointments in Newbury to cover the communities of Reading, West Berkshire, Wokingham and Bracknell. Referrals from Court can be dealt with quickly and efficiently. Clients can refer themselvès for services. Referrals are also taken from solicitors. Clients outside of this area are welcome if they wish to meet in Reading.

The service offers a cheaper and quicker way of resolving disputes and is an alternative to protracted and costly legal proceedings. Since April 2012, when public funding for legal advice in private law cases ended, the provision of non-court dispute resolution services has been vital for families unable to afford legal advice. Legal aid is still available for mediation so, for clients on a low income who qualify for legal aid, mediation is free.

At present, a court will not allow proceedings to be issued without attendance at a Mediation Information Assessment Meeting (MIAM), unless "physical abuse" is involved. This is an initial meeting with a mediator, lasting approximately 45 minutes that will establish if mediation is appropriate to resolve difficulties rather than go straight to the Court.

### Report of the Management Committee for the year ended 31 March 2018 (continued)

#### Reserves Policy and Going Concern

The Management Committee has examined the charities requirements for reserves in light of the main risks to the organisation. It has established a policy whereby, the unrestricted funds not committed or invested, held by the charity should be between 3 and 6 months normal charity expenditure. At 31 March 2018 unrestricted funds cover was 3.0 months.

It is the view of the Management Committee that the charity currently has sufficient reserves available to meet the immediate future needs, opportunities, contingencies and risks of the charity.

The Management Committee have recognised the uncertainty in Government funding for new initiatives although Legal Aid Services continue to remain static following a period of decline. Separated Parents Information Programme has seen a 17% increase and Private Mediation Services a 19% increase over last year. The Department of Work & Pensions (DWP) pilot scheme financed by Government in the previous two years was not continued into 2017. Together with investment in initiatives to boost the infrastructure of the Charity during the reporting year this has resulted in net outgoing resources for the year of £21,028. This has prompted the Committee to address this shortfall in the coming year through a reorganisation of the Charity to contain costs, together with initiatives to further boost private mediation fees to compensate for the stagnation of income from Government sources. See Plans for Future Periods below.

The Management Committee are committed to these changes and the Charity remains a going concern with sufficient funds to cover net outgoings, at the current rate, for the foreseeable future, and in particular for a period of at least twelve months from the date the financial statements for the year ended 31 March 2018 are approved by the directors.

### **Management Committee Induction and Training**

The Management Committee has been chosen from people who have qualifications and experience that will be of assistance in managing and running the charity. Additional training would be available should the Management Committee require it.

#### **Plans for Future Periods**

The family justice system continues to go through major changes following the withdrawal of legal aid for solicitor advice and representation and the changes introduced by the Children and Families Act (2014). However, following the General Election in June 2017 the current Government did not achieve a clear majority for the next 5 years and the concentration on Brexit negotiations suggest funding for pre-election initiatives cannot be guaranteed. Mediation provision is a central part of these changes and BFM will continue to provide high quality mediation services whilst being responsive to the changing landscape within private family law.

The structure of BFM is being reviewed by the Management Committee of BFM to reflect the challenges posed by changes in the source and mix of income. As part of this change the team of Mediators will take the lead in marketing the organisation via the website and social media and will participate with the management in the on-going contractual activities of the Charity.

As the courts will not allow couples to issue proceedings without having first attended a Mediation Information Assessment Meeting (MIAM), there is an increasing trend for couples to use MIAM's as a direct route to the Court. MIAMs can be hugely helpful to clients in giving them information so they can make an informed choice (some cases actually require court attendance and MIAMs help the client work this out). MIAMs lead to more productive and cheaper mediation meetings to find solutions without expensive recourse to the courts. MIAM's used in this way relieve the burden to the courts and fully utilise the skills and expertise of the Charity's mediators.

### Report of the Management Committee for the year ended 31 March 2018 (continued)

### Plans for Future Periods (continued)

As mentioned above BFM anticipate continuing the SPIP contract with Oxford Mediation and possibly extending its geographical scope as well as renewing the Legal Aid Contract. The organisation will continue to maintain a watch for sources of new funding initiatives.

Compliance is continuing to be strict and complex and the Management Committee will ensure that mediation services comply with current and new legislation, so that BFM continues with its clean audit record.

### Responsibilities of the Management Committee

The Management Committee is responsible for preparing the management committee's annual 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 Management Committee 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 for that period. In preparing those financial statements the Management Committee is required to:

- select suitable accounting policies and apply them consistently;
- observe the method and principles in the Charities SORP;
- · make judgements and estimates that are reasonable and prudent;
- UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charitable company will continue in operation.

The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company to enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

The Company introduced an accepted accounting system, Xero Financial Accounting Software and Online Bookkeeping last year. This system provides accounting integrity with improved reporting functions. In September of last year a recognised database system was introduced that represents industry standards, to manage the mediation caseload in an electronic form. This database and the digitisation of old cases and files will ensure security of data, meet industry compliance standards and relieve office space with the confidential disposal of old files.

In so far as the Management Committee is aware:

- there is no relevant accounting information of which the charitable company's accountant is unaware; and
- the Management Committee has taken all steps that they ought to have taken to make themselves aware of any relevant accounting information and to establish that the accountant is aware of that information.

The Management Committee is responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislations in other jurisdictions.

### Report of the Management Committee for the year ended 31 March 2018 (continued)

#### Tax Status

The charitable company is entitled to exemption from taxation on income and capital gains to the extent that its funds are applied for charitable purposes.

### **Risk Management**

The Management Committee has conducted a review of the major risks to which the charity is exposed. At the present time the charity continues to look for alternative funding sources due to the uncertainty of long term funding from the Legal Aid Agency and SPIP. Other risks to which the charity may be exposed are discussed during committee meetings and plans to minimise these risks are recorded in the minutes of those meetings. The business is resilient to short term downturns as it has few commitments beyond 3 months and the direct costs of the mediators fluctuate in line with the level of activity.

#### **Independent Examiners**

M.J. McAllister of Moore Stephens continued to act as the charitable company's independent examiner during the year and to undertake an Independent Examination, has expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Management Committee on  $7^{\text{th}}$  November 2018 and signed on its behalf by:

on behalf of the Management Committee

### Independent Examiner's Report to the Management Committee of Berkshire Family Mediation

I report to the charity Management Committee on my examination of the accounts of the Company for the year ended 31 March 2018.

### Responsibilities and basis of report

As the charity's Management Committee of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act"). Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent Examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with my examination giving me cause to believe:

- (1)accounting records were not kept in respect of the Company as required by section 386 of the Act 2006; or
- the accounts do not accord with those records; or (2)
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles (4) of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

### Use of my report

This report is made solely to the Charity's Management Committee, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011. My examination has been undertaken so that I might state to the Charity's Management Committee those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law. I do not accept or assume responsibility to anyone other than the Charity and the Charity's Management Committee as a body, for my examination, for this report, or for the opinions I have formed.

M.J. McAllister, ACA

Moore Stephens LLP

2 Blagrave Street

Reading Berkshire

RG1 1AZ

Date: 14-11-2018

### Statement of Financial Activities For the year ended 31 March 2018

	Notes	Total Unrestricted Funds 2018 2017 £ £	
Income Activities in furtherance of the charity's objectives			
Grants and Donations	3	35,171	35,423
Mediation Fees		90,519	105,571
SPIP Income		32,250	39,854
Other Income		625	1,705
Bank Interest		-	-
Total income		158,565	182,552
Expenditure Charitable Expenditure Direct Costs	4	179,593	193,804
Total expenditure		179,593	193,804
Net income/(expenditure)		(21,028)	(11,252)
Fund balances brought forward at 1 April 2017		69,969	81,221
Total funds carried forward at 31 March 2018		48,941	69,969

The statement of financial activities relates to continuing operations.

The charitable company has no recognised gains or losses other than the net movement in funds for the year.

### Balance Sheet as at 31 March 2018

		Total Funds		
	Notes	2018 £	2017 £	
Fixed assets	7	5,713	10,757	
Current assets				
Debtors Cash at Bank Cash in Hand	8	8,220 50,543 183	10,157 75,776 62	
Creditors amounts		64,659	96,752	
falling due within 1 year	9	15,718	26,783	
Total net assets		48,941	69,969	
Represented by – Unrestricted funds		48,941	69,969	

The Management Committee are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The Management Committee acknowledge their responsibilities for:

- (i) ensuring that the charitable company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its results for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charitable company.

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

These financial statements were approved by the Management Committee on 7<sup>th</sup> November 2018.

Director

Mark Penstor

Secretary

Asim Khalid

The notes on pages 10 to 16 form part of these financial statements

Notes to the Financial Statements For the year ended 31 March 2018

### **1 ACCOUNTING POLICIES**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of these financial statements are as follows:

#### a) General Information

Berkshire Family Mediation is a registered charity, number 1142334, an a charitable company limited by guarantee, number 07522878, incorporated in England and Wales.

The address of the charity's registered office is Room 328, Davidson House, Forbury Square, Reading RG1 3EU.

The financial statements are prepared in pounds sterling and are rounded to the nearest pound.

#### b) Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Berkshire Family Mediation meet the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

A separate income and expenditure account has not been prepared as the information required by the Companies Act 2006 is given in the Statement of Financial Activities and in the notes of the financial statements.

### c) Going Concern

After making enquiries, the Management Committee have a reasonable expectation that the charity has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements as outlined in the Statement of Management Committees' Responsibilities.

### d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items have been met, it is probable that the income will be received, there is little doubt the income will be received and the amount can be reliably measured.

Income received in advance or provision of other specified service, it is deferred until the criteria for income recognition are met.

Income from the Legal Services Commission is subject to retrospective audit and adjustments can be made subsequently. The Charity accounted for VAT at the standard rate of 20% on income.

As of 1 January 2018, the charity joined the flat rate VAT scheme. Since then, the charity accounted for VAT at 11% on income in line with the provisions of this scheme.

## Notes to the Financial Statements For the year ended 31 March 2018

#### e) Donated Services and Facilities

Donated services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the Charity of the item has been established and that economic benefit can be measured reliably.

On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the Charity would have been willing to pay to obtain service or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt. (See note 3)

#### f) Fund Accounting

Non restricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are non-restricted funds of the Charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the work of the Charity.

### g) Expenditure and VAT

Expenditure is included on an accruals basis. All costs are considered to be direct charitable costs except the Governance costs which relate to the running of the charity. The Charity accounted for VAT at the standard rate of 20% on expenditure.

As of 1 January 2018, the charity joined the flat rate VAT scheme. Since then, the charity accounted for VAT at 0% on expenditure in line with the provisions of this scheme.

### h) Interest Income

Interest Income on deposits held is recorded when received.

### i) Tangible Fixed Assets

Expenditure on computer equipment and specialist software has been capitalised and shown on the Balance Sheet as a Fixed asset and is being depreciated over 36 months. The capitalisation policy is that only items above £1,000 are capitalised and that other tangible fixed assets are charged to the Statement of Financial Activities in the year in which it is incurred.

#### i) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

### k) Cash at Bank and in hand

Cash at bank and cash in hand includes cash and any deposit or similar account.

### I) Creditors and Provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### m) Financial Instruments

The Charity has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## Notes to the Financial Statements For the year ended 31 March 2018

### n) Pensions

The Company operates a defined benefit contribution scheme.

### o) Judgements and Estimates

In the application of the charity's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There were no judgement or material estimation uncertainties affecting the reported financial performance in the current or prior year.

#### **2 TAXATION**

The business is a registered charity for taxation purposes and is exempt from paying Corporation Tax.

### **3 GRANTS AND DONATIONS RECEIVED**

3 SKANTO AND BONATIONS RECEIVED	2018 £	2017 £
Non Restricted Income:		
Legal Services Commission	30,069	30,363
Donated Services: Value of Services given to the court Donation	5,102 -	5,000 60
	35,171	35,423

Notes to the Financial Statements For the year ended 31 March 2018

### **4 EXPENDITURE**

	2018 £	2017 £
Rent	6,000	6,000
Wages	44,364	48,913
Mediator's Allowances	56,197	61,880
SPIP Trainers Fees	8,880	10,632
Telephone and Postage	1,162	2,275
Stationery	3,545	2,880
Advertising	8,739	8,566
Training	1,290	1,775
Management and Supervision	18,425	23,664
Bank charges	1,744	1,698
Insurance and Affiliations	4,397	3,795
Independent Examiner's Fee	2,700	2,400
Solicitors and Interpreters Fees	1,738	1,056
Room Hire	5,238	5,195
Bad Debts	, <del>-</del>	-
Redundancy Costs	3,175	-
Administration and Sundry Costs	5,755	8,344
Depreciation	6,244	4,731
	179,593	193,804
5 STAFF COSTS		
	Total	Total
	2018	2017
	£	£
Wages and Salaries	44,364	48,569
Social Security Costs	-	344
	44,364	48,913
No employee earned more than £60,000 pe	r annum in 2017 and 2018.	
Key management personnel received no co	mpensation in 2017 and 2018	3.

### **6 DONATED SERVICES**

The average number of staff employed in the year

The Charity occupied offices within the Reading Court Offices for which no rent is charged. The Charity provides Court Standby and mediation services for the court at no charge when requested.

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# Notes to the Financial Statements For the year ended 31 March 2018

### **7 FIXED ASSETS**

7 FIXED ASSETS		Computer Equipment (£)	Computer Equipment (£)	Total· (£)
Cost	At 1 April 2017 Additions	9,208 1,200	9,350	18,558 1,200
	At 31 March 2018	10,408	9,350	19,758
Depreciation	At 1 April 2017 Charge for Year	6,139 3,136	1,662 3,108	7,801 6,244
	At 31 March 2018	9,275	4,770	14,045
Net Book Value	At 1 April 2017	3,069	7,688	10,757
	At 31 March 2018	1,133	4,580	5,713
8 DEBTORS				
		2018 £		2017 £
Prepaid Expenses Due from Legal Sen SPIP Courses	vices Commission	2,546 5,674 - <b>8,220</b>		1,509 6,248 2,400 <b>10,157</b>
9 CREDITORS		2018 £	<b>;</b>	2017 £
Other taxes and soc		3,72	28	9,229
Due to Legal Services Commission Creditors and accruals Income in advance		11,99	00	16,929 625
moonie in advance		15,71	8	26,783

Notes to the Financial Statements For the year ended 31 March 2018

### **10 RELATED PARTY TRANSACTIONS**

No members of the Management Committee were in receipt of a salary during the year ended 31 March 2018. Five members of the Management Committee were either paid for their services and/or reimbursed for expenses (for example travel) during the current year.

·		2018 £	2017 £
Aideen Mattimore	Fees	20,308	-
Keith Chappell	Fees	15,411	-
Richard Palmer	Fees Expenses	4,730 126	-
Eileen Harris	Fees	5,910	21,464
W.S.A Farrow	Expenses	90	401

### 11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted	Restricted	Total 2018
	£	£	£
Fixed assets Current assets Current liabilities	5,713 58,946 (15,718)	- - -	5,713 58,946 (15,718)
	48,941	-	48,941
	Unrestricted	Restricted	Total
	Unrestricted £	Restricted £	Total 2017 £
Fixed assets Current assets Current liabilities			2017

#### **12 PENSIONS**

Following the introduction of automatic enrolment and the Charity due date for compliance of 31<sup>st</sup> May 2017 the Charity complied with the Law and completed the "Declaration of Compliance" with the Pensions Regulator on 11<sup>th</sup> April 2017.

All current employees and those on the payroll at 1st January 2017 were enrolled under the auto enrolment scheme with the National Employment Savings Trust (NEST). All employees opted out of the Scheme, although they and future employees are eligible to join the Scheme at any time in the future. There are no current or contingent liabilities attached to the provision of this Pension Scheme.