

**REGISTERED COMPANY NUMBER: 03258327 (England and Wales)  
REGISTERED CHARITY NUMBER: 1061569**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31 MARCH 2018  
FOR  
PORTSMOUTH MEDIATION SERVICE**

**PORPSMOUTH MEDIATION SERVICE**  
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**FOR THE YEAR ENDED 31 MARCH 2018**

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## PORTSMOUTH MEDIATION SERVICE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

The charity carried out neighbour mediation in Portsmouth and the surrounding area through its trained and employed assessment officers and volunteer mediators. It operated a mediation assessment service on behalf of Portsmouth City Council's Anti-Social Behaviour Unit.

##### Public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

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#### ACHIEVEMENT AND PERFORMANCE

Since the major internal restructure which began in June 2015 we have continued to build a revitalised service. While maintaining our core focus on the Assessment Service for Portsmouth City Council we also have several programmes delivering Restorative Justice solutions for the people of the City. We remain focussed on delivering our vision for Portsmouth becoming established as a leading Restorative City.

Throughout the year, staff and volunteers have continued to provide the dedication and professionalism to deliver quality mediation and assessment service. The sincere thanks and appreciation of the trustees goes out to all concerned, including the volunteer mediators who give up their own time to make people's lives better, and the trustees for their service who make sure that resources are available.

The assessment officers each have an area to cover and meet regularly at the area housing offices allocated to them and hold frequent meetings at local police stations, encouraging closer working relations between the statutory bodies and the charity.

The Trustees and the whole of the Service have a vision of a Restorative Portsmouth where the City is focussed on strengthening relationships and preventing conflict.

##### Governance Review

During the past twelve months the trustees have conducted a review of the Governance and Strategic planning policies of the board with the support of The Cranfield Trust, a charity who offer free business skills advice and guidance to organisations like ours.

The review resulted in a restructuring and strengthening of the Board of Trustees with key skills gaps identified and roles created. Business and strategic plans have been created and key documents reviewed or generated as necessary.

##### Teach Peace

A new initiative 'Teach Peace' was introduced in 2016 working within a local primary school encouraging a restorative approach, with the children being trained as volunteers to work within their own peer group. This initiative is continuing to be rolled out to a growing number of schools in the City of Portsmouth and receives great feedback from pupils, parents and teachers. This year, as part of the programme, we have introduced 3 one-and-a-half-hour training modules for teachers and staff. We are currently working with over 25 Primary and Secondary Schools introducing restorative approaches.

## PORTRSMOUTH MEDIATION SERVICE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

#### ACHIEVEMENT AND PERFORMANCE

##### **Sort It Out, University of Portsmouth**

This year we have seen the branded launch of Sort it Out - the name for the restorative service that is operated by students and for students. This resolution service continues to grow and help increasing number of students when they get into difficulties with disputes or conflict. You can read more in the Annual report about this exciting initiative.

##### **Summary**

Special thanks go to our main users including Portsmouth City Council, who without their continued support and input we would not be able to flourish.

The Trustees are excited with the directions the Charity is taking to deliver restorative practices across the city of Portsmouth and are especially lucky to have a team of such dedicated and enthusiastic staff and volunteers who all truly believe in the services they deliver seeing first-hand the real difference they are facilitating in the community. We are in for a very exciting and positive future.

There remains the opportunity for more people to join the trustees on the management committee. Trustees would be delighted to meet anyone who may be interested in discussions and to provide further insight. We are looking for specialists in Fundraising and Volunteer Engagement.

#### FINANCIAL REVIEW

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised, or expenditure reduced.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### **Organisational structure**

The organisation is a charitable company limited by guarantee, incorporated on 2nd October 1996, and 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.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**  
03258327 (England and Wales)

**Registered Charity number**  
1061569

**Registered office**  
Oasis Centre  
First Floor  
Upper Arundel Street  
Portsmouth  
Hampshire  
PO1 1NP

## PORTRSMOUTH MEDIATION SERVICE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Trustees

A Boyland	
E Rees	
F M Armstrong	
B M Porter	(resigned 23 August 2017)
J Wessels	(appointed 11 April 2018)
W Freemantle	(appointed 22 August 2017)
S M Anderson	(appointed 18 July 2017)

Trustees are recruited from interested individuals, volunteer mediators and representatives of the various funding organisations.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute a sum not exceeding £10 for payment of the company's debts and liabilities in the event of a winding up.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The charity is managed by the Trustees who may exercise all the powers of the charity. For the past year, the day to day operation of the charity has been carried out by the business consultant who reports to the Trustees. All policy and strategy are decided by the Trustees sitting as the Management Committee which meets monthly.

The Portsmouth Mediation Service operates for the benefit of residents in Portsmouth and for the benefit of social housing residents in the wider Portsmouth area. A substantial proportion of its work is with the Portsmouth City Council.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

##### Independent examiner

P Underwood FCCA

Morris Crocker

Chartered Accountants

Station House

North Street

Havant

Hampshire

PO9 1QU

Approved by order of the board of trustees on ..... 02/07/18 ..... and signed on its behalf by:

W Freemantle - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
PORTSMOUTH MEDIATION SERVICE**

**Independent examiner's report to the trustees of Portsmouth Mediation Service ('the Company')**

I report to the charity trustees 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 trustees 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').

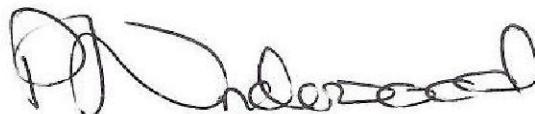
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. 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
4. the accounts have not been prepared in accordance with the methods and principles 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



P Underwood FCCA  
Morris Crocker  
Chartered Accountants  
Station House  
North Street  
Havant  
Hampshire  
PO9 1QU

Date: 30 July 2018

**PORPSMOUTH MEDIATION SERVICE**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	2018 Unrestricted fund £	2017 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	2	13,741	5,812
<b>Charitable activities</b>	3		
Assessment & Mediation		137,463	143,995
<b>Total</b>		151,204	149,807
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>	4		
Assessment & Mediation		156,562	156,944
<b>NET INCOME/(EXPENDITURE)</b>		(5,358)	(7,137)
 <b>Other recognised gains/(losses)</b>			
Actuarial gains/losses on defined benefit schemes		46	(111)
 <b>Net movement in funds</b>		(5,312)	(7,248)
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		40,666	47,914
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<u>35,354</u>	<u>40,666</u>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

**PORTRSMOUTH MEDIATION SERVICE**

**BALANCE SHEET  
AT 31 MARCH 2018**

	Notes	2018 Unrestricted fund £	2017 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	10	-	367
<b>CURRENT ASSETS</b>			
Debtors	11	25,980	19,492
Cash at bank		23,599	39,802
		<hr/>	<hr/>
		49,579	59,294
<b>CREDITORS</b>			
Amounts falling due within one year	12	(11,056)	(15,427)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		38,523	43,867
		<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		38,523	44,234
<b>PROVISIONS FOR LIABILITIES</b>	13	(3,169)	(3,568)
		<hr/>	<hr/>
<b>NET ASSETS</b>		35,354	40,666
		<hr/>	<hr/>
<b>FUNDS</b>	14		
Unrestricted funds		35,354	40,666
		<hr/>	<hr/>
<b>TOTAL FUNDS</b>		35,354	40,666
		<hr/>	<hr/>

The notes form part of these financial statements

PORTSMOUTH MEDIATION SERVICE

BALANCE SHEET - CONTINUED  
AT 31 MARCH 2018

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

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

The trustees acknowledge their responsibilities for

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

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

The financial statements were approved by the Board of Trustees on ..... 02/07/18 ..... and were signed on its behalf by:



W Freemantle -Trustee

The notes form part of these financial statements

## PORTRUSH MEDIATION SERVICE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties regarding the charity's ability to continue as a going concern.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
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##### **Taxation**

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

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## PORTSMOUTH MEDIATION SERVICE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2018

#### 1. ACCOUNTING POLICIES - continued

##### **Financial instruments**

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable investments in stocks and shares. The measurement basis used for these instruments is detailed below.

##### **Debtors and cash at bank**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand included cash held on deposit or in a current account.

##### **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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 2. DONATIONS AND LEGACIES

	2018	2017
	£	£
Donations	2,617	3,262
Training fees	<u>11,124</u>	<u>2,550</u>
	<u>13,741</u>	<u>5,812</u>

#### 3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2018	2017
		£	£
Grants	Assessment & Mediation	<u>137,463</u>	<u>143,995</u>

Grants received, included in the above, are as follows:

	2018	2017
	£	£
Police grant	20,000	7,923
PCC grant	100,000	125,081
PCC Havant and Waterlooville	16,480	8,811
University of Portsmouth	-	1,200
Other grants	<u>983</u>	<u>980</u>
	<u>137,463</u>	<u>143,995</u>

#### 4. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 5)	Totals
	£	£	£
Assessment & Mediation	<u>150,871</u>	<u>5,691</u>	<u>156,562</u>

**PORTRSMOUTH MEDIATION SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**5. SUPPORT COSTS**

	Management	Finance	Governance costs	Totals
	£	£	£	£
Assessment & Mediation	4,018	78	1,595	5,691

Support costs, included in the above, are as follows:

**Management**

	2018	2017
	Assessment & Mediation	Total activities
	£	£
Bookkeeping	2,016	-
HR support	2,002	-
	4,018	-
	=====	=====

**Finance**

	2018	2017
	Assessment & Mediation	Total activities
	£	£
Bank charges	78	333
	=====	=====

**Governance costs**

	2018	2017
	Assessment & Mediation	Total activities
	£	£
Independent examiners fees	1,595	2,883
	=====	=====

**6. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2018	2017
	£	£
Depreciation - owned assets	367	737
	=====	=====

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**Trustees' expenses**

During the year no trustees (2017: nil) were reimbursed out of pocket expenses totalling £nil (2017: £nil).

**PORPSMOUTH MEDIATION SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**8. STAFF COSTS**

	2018 £	2017 £
Wages and salaries	96,264	96,321
Social security costs	7,351	2,484
Other pension costs	3,718	3,805
	<hr/>	<hr/>
	107,333	102,610
	<hr/>	<hr/>

The average monthly number of employees during the year was as follows:

	2018	2017
Management and administration	1	-
Direct support staff	5	5
	<hr/>	<hr/>
	6	5
	<hr/>	<hr/>

No employees received emoluments in excess of £60,000.

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	5,812
Charitable activities	<hr/>
Assessment & Mediation	143,995
	<hr/>
<b>Total</b>	149,807
 <b>EXPENDITURE ON</b>	
Charitable activities	<hr/>
Assessment & Mediation	156,944
	<hr/>
<b>Total</b>	156,944
	<hr/>
<b>NET INCOME/(EXPENDITURE)</b>	(7,137)
	<hr/>
<b>Other recognised gains/(losses)</b>	
Actuarial gains/losses on defined benefit schemes	(111)
	<hr/>
<b>Net movement in funds</b>	(7,248)
	<hr/>
<b>RECONCILIATION OF FUNDS</b>	
<b>Total funds brought forward</b>	47,914
	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>	40,666
	<hr/>

**PORTSMOUTH MEDIATION SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**10. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £
<b>COST</b>	
At 1 April 2017 and 31 March 2018	<u>22,990</u>
<b>DEPRECIATION</b>	
At 1 April 2017	22,623
Charge for year	367
At 31 March 2018	<u>22,990</u>
<b>NET BOOK VALUE</b>	
At 31 March 2018	<u>-</u>
At 31 March 2017	<u>367</u>

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018 £	2017 £
Prepayments and accrued income	<u>25,980</u>	<u>19,492</u>

**12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018 £	2017 £
Trade creditors	73	-
Other creditors	<u>10,983</u>	<u>15,427</u>
	<u>11,056</u>	<u>15,427</u>

## PORTSMOUTH MEDIATION SERVICE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2018

#### 13. PROVISIONS FOR LIABILITIES

	2018	2017
	£	£
Provisions	3,169	3,568

A full actuarial valuation for the scheme was carried out at 30 September 2014. This valuation showed assets of £793m, liabilities of £970m and a deficit of £177m. Portsmouth Mediation Services share of this deficit is £3,169 as at 31 March 2018 as indicated below. To eliminate this funding shortfall, the Trustees and the participating employers have agreed that additional contributions will be paid.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

#### Reconciliation of opening and closing provisions

	Period Ending 31 March 2018	Period Ending 31 March 2017
	£	£
Provision at start of period	3,568	3,768
Unwinding of the discount factor (interest expense)	44	74
Deficit contribution paid	(397)	(385)
Remeasurements - impact of any change in assumptions	(46)	111
Remeasurements - amendments to the contribution schedule	-	-
Provision at the end of period	3,169	3,568

#### Income and expenditure impact

	Period Ending 31 March 2018	Period Ending 31 March 2017
	£	£
Interest expense	44	74
Remeasurements - impact of any change in assumptions	(46)	111
Remeasurements - amendments to the contribution schedule	-	-

#### Assumptions

	31 March 2018% per annum	31 March 2017% per annum	31 March 2016% per annum
Rate of discount	1.71	1.32	2.07

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

**PORTRSMOUTH MEDIATION SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**14. MOVEMENT IN FUNDS**

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
<b>Unrestricted funds</b>			
General fund	40,666	(5,312)	35,354
<b>TOTAL FUNDS</b>	<u><u>40,666</u></u>	<u><u>(5,312)</u></u>	<u><u>35,354</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	151,204	(156,562)	46	(5,312)
<b>TOTAL FUNDS</b>	<u><u>151,204</u></u>	<u><u>(156,562)</u></u>	<u><u>46</u></u>	<u><u>(5,312)</u></u>

**Comparatives for movement in funds**

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
<b>Unrestricted Funds</b>			
General fund	47,914	(7,248)	40,666
<b>TOTAL FUNDS</b>	<u><u>47,914</u></u>	<u><u>(7,248)</u></u>	<u><u>40,666</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	149,807	(156,944)	(111)	(7,248)
<b>TOTAL FUNDS</b>	<u><u>149,807</u></u>	<u><u>(156,944)</u></u>	<u><u>(111)</u></u>	<u><u>(7,248)</u></u>

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2018.