

LUTON MEDIATION

Registered Charity Number 1025520

TRUSTEES REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st MARCH 2021

LUTON MEDIATION

Registered Charity Number 1025520

Report of the Trustees

The trustees present their report and financial statements for the year ended March 31st 2021

Administrative details

Name: Luton Mediation

Registered Charity Number: 1025520

Principal Office: 15 New Bedford Road, Luton, LU1 1SA

Management Committee

Chair: Joan Bailey

Vice Chair: Rajab Ali

Treasurer: Kerryann Spencer

Secretary: Norah Kitimbo

Governance and Management

The governing instrument is the constitution, which was adopted 18th March 1993, amended 9th November 2016. Management is through a board of trustees called "Management Committee" (MC) of up to a maximum of eight, nominated by members and elected at the AGM.

MC meetings are held twice yearly.

Objectives

Our charitable objectives are to promote for the public benefit in the Borough of Luton; and upon specific request, when resources will allow, the surrounding area; with a view to the preservation of public order. The provision of services directed towards mediation and conciliation between persons, organisations and groups who are involved in dispute or interpersonal conflict where that dispute or conflict results from or may lead to acts of nuisance, vandalism, breach of the peace or hate crime. To educate the public in the Borough of Luton about the methods of mediation and conciliation, the nature and causes of dispute and ways of managing it.

Public Benefit Statement

In setting objectives and planning activities the Trustees have considered the Charity Commission guidance on public benefit.

Main Activities

Luton Mediation aims to resolve disputes by using trained mediators to negotiate agreement between disputing parties. Our focus is to offer a mediation service for neighbour disputes.

Review of the Year

The Covid 19 pandemic caused a huge number of enquiries to our office with some complex and challenging problems. In total the service has dealt with 124 cases with issues ranging from noise, ASB, parking, hate crime, racially motivated issues and fly-tipping.

Reserves

The level of unrestricted reserves on 31st March 2021 was £53,244. It is the trustees view that it is prudent to ensure that there are sufficient reserves to cover 6 months operating costs.

Approved by the trustees and signed on its behalf

Trustee:



Trustee:



Date: 23/11/21

Independent Examiner's Report to the Trustees of Luton Mediation

I report on the accounts of Luton Mediation for the year ending 31st March 2021 which are set out on pages 4 - 8.

Respective Responsibilities of Trustees

As Trustees you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b))
- To state whether 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 Commission. The examination of Luton Mediation's accounts includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from trustees concerning such matters. The procedures undertaken do not provide all the evidence required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination no matter has come to my attention or have not been met:

(1) Which gives me reasonable cause to believe that in any material respect the requirements

- To keep accounting records in accordance with section 130 of the Charities Act
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

(2) To which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

Signed

H Mahmood

Hassan Mahmood
79 Frederick Street
Luton
LU2 7QU

Date 24/09/21

LUTON MEDIATION
Registered Charity Number 1025520

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2021

	Notes	2021 Total funds unrestricted £	2020 Total Funds unrestricted £
Income			
Income from charitable activities Mediation and advice services	1	43,752	40,248
Investment Income	2	163	239
Total Income		<u>43,915</u>	<u>40,487</u>
Expenditure			
Expenditure on charitable activities	3	46,913	42,768
Total expenditure		<u>46,913</u>	<u>46,634</u>
Net Income/(Expenditure) and net movement in funds for the year		(2,998)	(6,386)
Reconciliation of Funds			
Total Funds brought forward on 1 st April 2020		57,999	63,724
Total Funds carried forward on 31 st March 2021		53,244	57,999

LUTON MEDIATION
Registered Charity Number 1025520
BALANCE SHEET AS AT 31 MARCH 2021

	2021	2020
	£	£
Fixed Assets		
Tangible Assets	1718	2,639
Current Assets		
Debtors	3,000	1,540
Cash at hand and in bank	56,244	57,799
Total	<u>56,244</u>	<u>59,339</u>
Liabilities		
Creditors falling due within one year	4,718	4,179
Net current assets	51,526	55,160
Total net assets	<u>57,799</u>	<u>63,724</u>
Funds of the Charity		
Unrestricted Income Funds	53,244	57,799

Approved by the Trustees

Signed on their behalf by:

Trustee: *J Bailey*

Trustee: *Rajab Ali*

Date: 23/11/21

LUTON MEDIATION

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2021

ACCOUNTING POLICIES

Basis of this preparation

These accounts have been prepared in accordance with the statement of recommended practice in accordance with the financial reporting standards applicable in the UK and Republic of Ireland (FRS 102)

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated.

- a. **Reconciliation with previous generally accepted accounting practice:** In preparing the accounts the trustees have considered whether in applying the accounting policies required by the Charities SORP 102 the statement of comparative items was required. No restatements were required.
- b. **Fund Accounting:** The charity's unrestricted funds which the charity may use for its purpose at its discretion. The charity's restricted funds are those where the donor has imposed restrictions on the use of funds which are legally binding.
- c. **Income:** All income is recognised for when the charity has entitlement, it is probable that the income will be received, and the amount can be measured reliably
- d. **Expenditure:** Is recognised once there is a legal or constructive obligation to make payment to a third party. It is probable that settlement will be required, and the obligation can be measured reliably.
- e. **Support Costs:** Include central functions that assist the work of the charity but do not directly undertake charitable activities. These have been allocated between governance costs and other support. Governance costs are the costs associated with general running of the charity as opposed to costs associated with fundraising or charitable activity.
- f. **Tangible fixed assets and depreciation:** Assets costing £500 or more are included at their historical cost and are depreciated over their estimated useful life. IT equipment at 33.3% Furniture & other equipment at 25%

LUTON MEDIATION

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2021

	2021	2020
	Unrestricted Funds	Unrestricted Funds
	£	£
1. Income from charitable activities		
Grant- LLAL	27,255	30,000
Mediation Advice fees	16,497	10,248
	<u>43,792</u>	<u>40,248</u>
2. Investment Income		
Bank Interest	163	239
3. Analysis of expenditure on charitable activities, mediation and advice services		
Salaries	20,800	20,823
Travel	0	395
Training	0	717
Premises	3,800	3,600
Communications	2,125	2,212
General Administration	823	507
Meetings & Conferences	7	580
IT / Software	2,282	2,948
Insurance	833	790
Governance Costs	3,900	3,720
Support Costs	12,343	10,342
Total	<u>46,913</u>	<u>46,634</u>

4. Staff Costs	2021	2020
Wages and Salaries	30,300	30,300
National Insurance costs	1,843	1,752
Total	<u>32,143</u>	<u>32,052</u>

No Employees received employee benefits for the reporting period of more than £60,000 (200: nil)

The average monthly number of employees during the year:

	2021	2020
Total Employees	2	2

5. Debtors: amounts falling due within one year

	2021	2020
Debtors	1,460	1,540
Prepayments and accrued income	nil	nil
	<u>1,460</u>	<u>1,540</u>

6. Creditors: amounts falling due within one year

	2021	2020
Accrued Expenses	nil	4,179

7. Trustees.

None of the trustees received reimbursement of expenses or any other benefits in the year under review (2019: nil)