



Norfolk Family Mediation Service
Annual Accounts and Review
2019

www.norfolkmediation.co.uk

Registered Charity No. 1092200.

Registered in England and Wales Company No. 04201725.



Annual report and unaudited financial statements for the year ended 31 December 2019

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Trustees

Mr S B Burke (Chair)
Mr A Stronach
Ms L Whitney
Ms L M Sutton
Mrs S Smith
Mr C McKie (appointed 14 April 2019)
Mrs S Harris (appointed 15 May 2019)
Ms J Anderson (resigned 14 April 2019)
Mr C Beek (resigned 15 April 2019)
Ms T Whistlecraft (resigned 15 April 2019)

Secretary

Mr M Mack (appointed 1 January 2019)

Registered office

The Charing Cross Centre
17-19 St John Maddermarket
Norwich
NR2 1DN

Registered Charity number

1092200

Company number

04201725

The trustees present their report together with the unaudited financial statements for the year ended 31st December 2019.

Structure, Governance and Management

Norfolk Family Mediation Service ('the Service') is a charitable company limited by guarantee, incorporated on 19 April 2001 and registered as a charity on 24 May 2002. 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.

Trustees

The following, who are directors for the purpose of company law and trustees for the purpose of charity law, served during the period:

Mr S B Burke (Chair)
Mr A Stronach
Ms L Whitney
Ms L M Sutton
Mrs S Smith
Mr C McKie – appointed 14 April 2019
Mrs S Harris – appointed 15 May 2019
Ms J Anderson – resigned 14 April 2019
Ms T Whistlecraft – resigned 15 April 2019
Mr C Beek – resigned 15 April 2019

The Articles require that trustees are to be elected at the AGM. At the AGM, one-third of the trustees shall retire from office. Retiring trustees may be re-elected. Meetings of the trustees are held every 2 months.

Recruitment of new trustees is the responsibility of existing trustees. The recruitment policy will be based upon the principles of fairness, transparency and equality, offering opportunity for relevant training.

Risk Management

The trustees have, throughout the year, continued to review the major risks to which the charity is exposed and to establish systems to mitigate those risks identified not already covered by the charity's existing systems and risk management strategies and controls.

Objectives and Activities

The aim of the charity is to relieve hardship and distress through the provision of mediation, advice and other services for parties involved in disputes of any kind.

The Service operates throughout Norfolk and has its registered office in Norwich. Most mediators have social

work or legal backgrounds and all undergo periodic training to ensure that the service continues to provide a high standard of excellence in its mediation provision. Professional guidance and support is provided for the mediators.

Staff

Norfolk Family Mediation is committed to equal opportunities for all – our staff, volunteers, supporters and clients. We work to ensure that no one is discriminated against and that all persons are treated fairly with regard to pay and opportunities. We understand our responsibilities under the Equalities Act 2010, with a no tolerance approach to discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We are committed to training and developing our staff and to training new mediators to ensure the future sustainability of the service.

Pay is reviewed annually and benchmarked against other mediation charities, whilst being mindful of our resources and funding model. There is no difference between the average hourly rate of pay paid to male and female employees.

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 charitable company's aims and objectives and in planning future activities and setting policy for the year.

The ways the charitable company meets public benefit requirements are set out elsewhere in this report.

COVID-19 pandemic

Whilst COVID-19 did not impact the financial performance of the charity during the year ended 31 December 2019, it is impacting the Service's trading performance during the year ended 31 December 2020.

The trustees acknowledge the impact the virus is having on the sector and have taken reasonable steps to protect the Service's staff and customers by moving services online. The restrictions in place are making mediation provision more challenge but the service is adapting and continues to deliver mediation to those in need.

Financial review

Incoming resources for the year amounted to £107,189 (15-month period ended 31 December 2018: £134,079). The main contributors being mediation fees which amounted to £43,575 (15-month period ended 31 December 2018: £61,837) and LSC mediation which amounted to £46,014 (15-month period ended 31 December 2018: £28,406). Donations gratefully received during the year amounted to £17,600. During the year the company upgraded its IT systems, creating greater flexibility for the service delivery teams and enhancing the quality of service provided to customers. This investment has impacted the company's net surplus for the year ended 31 December 2019.

Reserves

The balance on the unrestricted fund account at 31 December 2019 was £34,402 (15-month period ended 31 December 2018: £22,874). The trustees continue to focus on two primary financial objectives: (1) create sufficient cash reserves to enhance organisational resilience to respond to any future economic downturns; and (2) further develop the Service's revenue streams to financially support the Service's charitable objectives obviating the need to rely largely on charitable donations to fund capital expenditure and future development.

The balance on the restricted fund account at 31 December 2019 was £nil (15-month period ended 31 December 2018: £8,060).

Chief Executive Officers Report

2019 has seen the service focus on its core activities, which, has resulted in a record year in regard to the number of families we have supported through mediation. This has meant that we have increased the number of people we have supported by 28%, subsequently leading to an increase in the number of children being supported by 7.5%.

The table below provides the year's key performance indicators against the last three years.

	2017 Output	2018 Output	2019 Outputs
Referrals	520	519	601
1 st MIAMS	428	449	578
2 nd MIAMS	134	146	186
Hours of Mediation	114	163	226
Mediation Session	76	109	151
Children Supported Through Mediation	771	856	921

Having taken on the role of CEO on the 2nd January I have been able to focused on ensuring that the service increases its core impact on the people of Norfolk, while also providing a supportive and resilient service for the staff. One of the key strands of this focus has been to reduce the service's reliance on grant funding for overhead related cost. This move will ensure the sustainability of the service while also allowing for the development of innovative, high impact projects supported through grant income streams.

Legal Aid

Against the national trend, the service has seen a substantial increase (from 23% to 76% of cases) in the number of legal aid cases being supported. To achieve this increase the service has worked to build relationships with a number of key referral partners that work with harder-to-reach communities and those that need financial support. The increased focus on social media and on having a strong website has also enabled clients from low income backgrounds to access the service in a client focused way.

The rise in legal aid cases brings additional challenges, these cases often include more challenging cases with complicated client situations. The rise in legal aid work has also provided a financial challenge to the service; legal aid pay rates for mediation have not been reviewed for over 10 years. The relatively low income generated from Legal Aid Delivery has resulted in most other local providers ceasing to offer legal aid mediation. The service successfully passed its annual Legal Aid Agency review.

Implementing a Strategic Marketing Plan

To ensure the impact of the charity's work increases, the service has undertaken a review of the referred sources for clients. This work highlighted that the service has a very broad range of referral sources from solicitor firms through

to the NHS, Councils and Citizen Advice Centres. This work also highlighted the importance of direct referrals by clients and recommendations from friends and family to the service. Based on the outcome from this review the service has implemented a client engagement strategy that includes:

- Introduction of a new e-newsletter;
- Launch of a new website www.norfolkmediation.co.uk. The site has enabled the service to improve its communication with clients and partners. The site includes features such as: an automated referral form, new case studies, blogs and Q&A. This website achieved an increase of over 20% in new users compared to the previous year;
- Increased communication to practicing family solicitors in the form of written communication with referrals and in the provision of leaflets;
- The launch of a new leaflet for the service which provides key information in a more accessible way. 3,000 of these leaflets have been distributed around Norfolk during the year.;
- Increased use of Social media platforms to enhance the messaging from the service; and
- Adoption of Google and Facebook advertising.

Increased Access to the Service

As a charity, we need to ensure that we can support individuals and families who are unable to access support for their separation from other areas.

In March 2019, the service introduced a new mediation delivery location in Great Yarmouth. This was initially in the Priory Centre and has subsequently moved to the Kings Side Centre. Over the year the service has seen 41 clients in Great Yarmouth.

Evening mediation sessions have been held in Norwich to encourage access for those that are unable to attend during normal working hours.

The service has maintained the delivery of regular mediation in Kings Lynn and Norwich.

Delivering Bespoke Mediation Projects

The service has worked with Norwich Prison and Broadland District Council to explore how mediation can support their service users. Whilst referral rates have been lower than hoped, those that have engaged have received positive support. We would like to take this opportunity to thank both

the teams at Broadland District Council and at HMP Norwich for supporting the service with these projects.

Partnership Working

To ensure the service is able to function, we rely on the support of a number of partner organisations and grant providers. We would like to thank the following:

- The National Lottery Community Fund
- Annie Tranmer Charitable Trust
- The Privy Purse
- Preacher's Charity
- Lady Hind Trust
- DC Moncrieff Charitable Trust
- Eastern Legal Support Trust
- John Risebrow's Charity
- The Charing Cross Centre

The Mediation Team

Over the last few years, the service has invested in the training of new mediators. We were very pleased that in 2019 we saw Debbie Wahle achieve full accreditation as a family mediator. The process of becoming a mediator includes a long process of training, gaining experience and having a detailed portfolio of work externally appraised. Debbie's client focused attitude and flexible working approach has enabled the service to take some of the big strides forward over the last 12 months to support more clients and increase our impact.

In January, Lansley Hough retired from the service and we are sad to say that in May she sadly passed away. Lansley had formed the backbone of the service for fifteen years. During her time with the service, not only did Lansley deliver over 2,000 cases, she also was instrumental in supporting the training of new mediators. Lansley is missed by all at the service.

Plans for The Future:

We are very pleased that the charity's financial position continues to strengthen and of our achievements in supporting Norfolk's families through the challenges faced during separation, but we cannot sit back.

To enable increased investment in our services, the trustees have formally agreed to merge Norfolk Family Mediation Service with Cambridge Family Mediation Service. The synergies of merging will enable both services to invest in the markets they operate and support more families through separation. A timetable for the merger has been developed and the organisations will

merge in the summer of 2020. The benefits of merging the services are:

- Improved operational resilience;
- Improved financial stability;
- Increased resources to invest in our existing people and invest in the future of mediation; and
- Deliver more mediation in Norfolk and Cambridgeshire support more families.

The merger will take the legacy of the Norfolk Family Mediation Service forward and build upon the strong foundation we have.

Responsibilities of the board of trustees

The trustees (who are also directors of Norfolk Family Mediation Service for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company Law requires the Trustees to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with applicable law, United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland" and the Charities SORP 2019.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue its activities.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that its financial statements comply with the Companies Act 2006 and the Charities SORP 2019. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the General Directions given by the Charities Commission under Section 145(5)(b) of the Charities Act 2011.

Independent examiners

The directors reappointed Hines Harvey Woods Ltd, Chartered Certified Accountants as independent examiners to the company.

This report was approved by the board on2020 and signed on its behalf by:

Mr S B Burke

Chairman of the trustees

Statement of Financial Activities (incorporating an Income and Expenditure account) for the year ended 31 December 2019.

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Income					
Income from generated funds					
Voluntary income					
Donations	2	7,700	9,900	17,600	43,836
Activities for generating funds					
Investment income		-	-	-	-
Income from charitable activities					
Fees received		43,575	-	43,575	61,837
Legal Services Commission: Mediation fees		46,014	-	46,014	28,406
Total income		97,289	9,900	107,189	134,079
Expenditure					
Charitable activities		84,445	17,960	102,405	120,676
Governance costs		1,316	-	1,316	4,814
Total resources expended	3	85,761	17,960	103,721	125,490
Net (outgoing)/incoming resources		11,528	(8,060)	3,468	8,589
Reconciliation of funds					
Total funds brought forward		22,874	8,060	30,934	22,345
Total funds carried forward		34,402	-	34,402	30,934

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended relate to continuing activities.

Income from charitable activities in 2019 totalled £89,589 (15-month period ended 31 December 2018 - £90,243) of which £nil was restricted (15-month period ended 31 December 2018 - £nil) and £89,589 was unrestricted (15-month period ended 31 December 2018 - £90,243).

Balance sheet as at 31 December 2019

	Notes	2019		2018	
		£	£	£	£
Fixed assets					
Tangible assets	6		2,040		-
Current assets					
Debtors	7	790		1,839	
<i>Bank and cash balances</i>					
Current account		35,660		33,046	
Cash in hand		19		8	
		36,469		34,893	
Current liabilities					
Creditors	8	(4,107)		(3,959)	
			32,362		30,934
			34,402		30,934
Funds					
Unrestricted fund					
General fund	10		34,402		22,874
Restricted fund	10		-		8,060
			34,402		30,934

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which 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 company as at the end of each financial period and of its profit or loss for each financial period 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 company.

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

The financial statements were approved by the trustees on2020 and were signed on its behalf by

Mr S B Burke

Chairman of the trustees

The notes on pages 11 to 18 form part of these unaudited financial statements.

Notes forming part of the unaudited financial statements for the year ended 31 December 2019

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of Preparation

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of 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 financial statements have also been prepared in accordance with the Charities Act 2011 and the Charities SORP (FRS 102).

Norfolk Family Mediation Services meets the definition of a public benefit entity under FRS 102.

The financial statements are presented in pounds sterling (£), rounded to the nearest pound.

Fund accounting

Unrestricted funds represent the accumulated surpluses and deficits in the general fund which are available for use at the discretion of the trustees in the furtherance of the charity's objectives.

Restricted funds are created when income is received for specific purposes and use is restricted to that purpose.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Income from fees is accounted for on a receipts basis.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the professional fees and costs linked to the strategic management of the charity.
- All costs are allocated directly between the expenditure categories of the Statement of Financial Activities.

Notes forming part of the unaudited financial statements for the year ended 31 December 2019 (continued)

Taxation

The activities of the company qualify as charitable activities for corporation tax and therefore the company claims the charitable exemption provisions on any surplus arising from its primary trading activities. During the year the company did not undertake any non-charitable trading activities

Tangible Fixed Assets

Tangible fixed assets costing less than £1,500 are written off in the year that they are acquired.

Depreciation is provided on all tangible fixed assets so as to write off the cost of assets, including the value of donated assets, less estimated residual value, over their expected useful lives, on a straight line basis. It is calculated at the following rate:

Computer Equipment - 33% on cost

Leases

Rentals under operating leases and hire agreements are charged to the income and expenditure account as incurred.

2. Donations

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Norwich Consolidated Charities	-	-	-	4,000
Geoffrey Watling	-	-	-	3,000
Lady Hind Trust	2,500	-	2,500	2,500
Eastern Legal Support Trust	735	-	735	-
RC Snelling Charitable Trust	-	-	-	4,200
National Lottery Community Fund	-	9,200	9,200	-
Risebrow Charity	2,000	-	2,000	2,000
Albert Hunt Trust	-	-	-	1,000
Mercers Trust	-	-	-	10,000
Paul Bassham	-	-	-	2,000
Broadland District Council	-	-	-	4,500
Norwich Business Women's Network Community Fund	-	-	-	1,500
Other donations	2,465	700	3,165	9,136
	7,700	9,900	17,600	43,836

Income from donations in 2019 totalled £17,600 (15-month period ended 31 December 2018 - £43,836) of which £9,900 was restricted (2018 - £8,060) and £7,700 was unrestricted (15-month period ended 31 December 2018 - £35,776).

Third party donations enable the service to invest in and expand its mediation offering in Norfolk, directly benefiting families going through separation. The service continues to seek third party donations where appropriate to support the furtherance of its services.

Notes forming part of the unaudited financial statements for the year ended 31 December 2019 (*continued*)

3. Analysis of Total Resources Expended

	Mediation	Governance	Restricted Fund	Total 2019	Total 2018
	£	£	£	£	£
Costs directly allocated to activities					
Mediators' salaries and expenses	28,464	-	-	28,464	33,671
Supervisors' fees and expenses	2,119	-	-	2,119	5,068
Wages and salaries	16,218	-	13,260	29,478	54,858
General insurance	-	166	-	166	989
Rent	9,888	-	-	9,888	10,995
Repairs and renewals	7	-	-	7	8
Telephone and internet	2,050	-	-	2,050	2,084
Postage, stationery and advertising	4,233	-	700	4,933	5,560
Computer expenses	4,404	-	-	4,404	3,020
Membership, affiliation fees, insurance	687	-	-	687	(742)
Training	155	-	-	155	1,584
Bookkeeping	1,375	-	-	1,375	1,875
Independent examiner's fee	-	1,150	-	1,150	860
Legal and professional fees	-	-	-	-	2,965
Consultancy	12,715	-	4,000	16,715	704
Depreciation	407	-	-	407	684
Sundry expenses	757	-	-	757	549
Bank charges	966	-	-	966	758
	84,445	1,316	17,960	103,721	125,490

In 2019 the expenditure totaled £103,721 (15-month period ended 31 December 2018 - £125,490) of which £17,960 was from restricted funds (15-month period ended 31 December 2018 - £nil) and £85,761 was expenditure from unrestricted funds (15-month period ended 31 December 2018 - £125,490).

Notes forming part of the unaudited financial statements for the year ended 31 December 2019 (*continued*)

4. Employee costs

	2019	2018
	£	£
Salaries	55,961	86,285
Social Security costs	996	-
Pension	667	306
	57,624	86,591

The Trust considers its key management personnel to comprise of the board of trustees.

The total employment benefits of the key management personnel were £nil (2018: £nil). No employees had employee benefits in excess of £60,000 (2018: nil).

The decrease in salaries is due to the charity no longer employing a Chief Executive Officer, this role is now charged to consultancy fees.

Average number of employees during the year:	Number	Number
Chief Executive Officer	-	1
Mediators	2	3
Administration	1	2
	3	6

5. Net incoming (outgoing) resources for the year

	2019	2018
	£	£
This is stated after charging:		
Independent examiner's fee	1,150	860
Operating lease costs	6,892	6,824

Notes forming part of the unaudited financial statements for the year ended 31 December 2019 (*continued*)

6. Tangible Fixed assets

	Computer Equipment
	£
Cost	
At 1 January 2019	2,347
Additions	2,447
Disposals	(1,600)
At 31 December 2019	3,194
Depreciation	
At 1 January 2019	2,347
Charge for year	407
Eliminated on disposals	(1,600)
At 31 December 2019	1,154
Net written down value	
At 31 December 2019	2,040
At 31 December 2018	-

All fixed assets are used for charitable purposes.

Notes forming part of the unaudited financial statements for the year ended 31 December 2019 (*continued*)

7. Debtors: Amounts falling due within one year

	2019	2018
	£	£
Trade debtors	-	1,239
Other debtors	790	600
	790	1,839

8. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Trade creditors	666	652
Other tax and social security	2,241	2,107
Accruals and deferred income	1,200	1,200
	4,107	3,959

9. Operating lease commitments

At 31 December 2019 the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2019	2018
	£	£
Expiring		
Under 1 year	1,723	1,706

Notes forming part of the unaudited financial statements for the year ended 31 December 2019 (*continued*)

10. Reserves

	Unrestricted Fund	Restricted Fund	Total
	£	£	£
At 1 January 2019	22,874	8,060	30,934
Surplus/(Deficit) for the year	11,528	(8,060)	3,468
At 31 December 2019	34,402	-	34,402

Restricted Income Funds	2018	Income	Expense	2019
	£	£	£	£
Michael & Shirley Hunt Charitable Trust	2,500	-	(2,500)	-
Lovewell Blake Fund	1,560	-	(1,560)	-
Norwich Consolidated Charities	4,000	-	(4,000)	-
National Lottery Community Fund	-	9,200	(9,200)	-
Preachers Charity	-	700	(700)	-
	8,060	9,900	(17,960)	-

The restricted fund comprises the unexpended balances of donations and grants held on trust for specific purposes.

Restricted Fund	Description, nature and purpose of the fund
Michael & Shirley Hunt Charitable Trust	To support the development of a mediation service in HMP Norwich.
Lovewell Blake Fund	To provide advice and support on mediation.
Norwich Consolidated Charities	Grant funding to provide reduced fee mediation to the hardest up families.
National Lottery Community Fund	To support staffing costs.
Preachers Charity	To contribute towards the costs of marketing.

	Fixed Assets	Net Current Assets	Total 2019	Total 2018
	£	£	£	£
Restricted Income Funds				
Michael & Shirley Hunt Charitable Trust	-	-	-	2,500
Lovewell Blake Fund	-	-	-	1,560
Norfolk Consolidated Charities	-	-	-	4,000
Unrestricted Income Funds	2,040	32,362	34,402	22,874
	2,040	32,362	34,402	30,934
	2,040	32,362	34,402	30,934

11. Trustees

During the year, no remuneration or re-imburement of expenses were paid to the Charity's trustees.

12. Ultimate Controlling Party

The trustees (who are also the directors of the company for the purposes of company law) have ultimate control over all the affairs of the organisation.

13. Legal Status of the Charity

The charity is a company limited by guarantee and has no share capital. The liability for each member in the event of winding up is limited to £10.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NORFOLK FAMILY MEDIATION SERVICE

We report on the accounts of the company for the year ended 31 December 2019 which are set out on pages 8 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to an audit under company law and is eligible for independent examination, it is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with general Directions given by the Charity Commission. An examination 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 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 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 our examination, no matter has come to our attention:

1. which gives us reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Hines Harvey Woods Ltd
Chartered Certified Accountants
Registered Auditor
Queens Head House
Acle
Norwich
NR13 3DY

Date..... 2020