

FAMILY MEDIATORS ASSOCIATION

Company Limited by Guarantee

Registered Charity

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 NOVEMBER 2002

Charity Registration No : 1077230

Company Registration No : 3780128



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COMPANIES HOUSE

AX7GPO6Z

0215
30/09/03

FAMILY MEDIATORS ASSOCIATION

LEGAL AND ADMINISTRATION

Board of Trustees

T Brisby
J Brownrigg
G Bishop
A Logan
L Glees
N Robinson
T McMichael
V Hewitt
C Smith

Company Secretary

M Lind

Registered Office

Grove House
Grove Road
Bristol
BS6 6UN

Reporting Accountants

PKF
Pannell House
6/7 Litfield Place
Clifton
Bristol
BS8 3LX

Solicitors

Bates, Wells & Braithwaite
Cheapside House
138 Cheapside
London
EC2V 6BB

Constitution

Family Mediators Association is both a company registered in England under Registration No 3780128 and a registered charity under Registration No 1077230

The company is limited by guarantee not having a share capital and possessing a licence issued by the Department of Trade permitting the omission of the word "Limited" from its name.

Governing Deed

Memorandum and Articles of Association

Family Mediators Association

Report of the Trustees 1st December 2001 to 30th November 2002

The trustees present their report and the financial statements for the year ended 30 November 2002. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Objects of the charity

The objects of the Association are to provide assistance through mediation for adults and children who are affected by the breaking down of family relationships, and so:

- Prevent poverty, hardship and distress caused by the breakdown of relationships;
- Safeguard and protect good health, both mental and physical;
- Preserve and maintain family relationships.

Organisation

A Board of Trustees meeting quarterly administers the charity. There are sub-committees covering training, mediator accreditation, and complaints, plus other sub-committees formed on an ad hoc basis, for example, for conferences, and co-opted members join the Board from time to time for specific purposes.

The Association operates without a Chief Executive, but administrative support is provided by IDR Europe Limited (trading as ADR Group)

Related parties

The Association is now in a contractual relationship with IDR Europe Limited, who provide secretarial and administrative support, manage the membership database and subscriptions, run the foundation and advanced training programme as approved by the Association, and support the network of Professional Practice Consultants.

Overview of activities

At the end of 2001 the Professional Practice Co-ordinator had been forced to retire through ill-health, after many years with the Association. A new appointment was made in January 2002, and the Professional Practice Consultant network was able to continue to meet regularly and to ensure consultants maintained their required CPD points.

In May 2002 a very successful reception at 10 Downing Street, hosted by Cherie Booth QC, one of the Vice Presidents of the Association, was held, with forty guests including High Court Judges, academics, mediators, other mediation organisations, and other supporters of the work of the Association. Cherie Booth made a speech supporting mediation as valuable alternative to the more traditional legal processes, and praising the work of the Association.

The new web site was launched in March 2002, and a number of foundation and advanced training courses were run jointly by FMA and ADR Group.

The AGM was held at the Royal Courts of Justice in September, and was very well attended by some sixty members.

Financial activities and reserves

There have been no changes in the accounting policies during the year.

During the year the company made a surplus of £7,666. At the balance sheet date the company had net assets of £8,680.

The unrestricted fund represents the accumulated surpluses from previous years. It also represents the unrestricted reserves of the company.

Risk management

The trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems are in place to mitigate exposure to such risks.

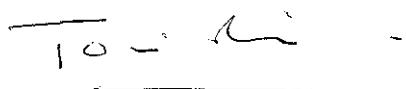
Trustees' responsibilities in relation to financial matters

Company law requires the trustees to prepare financial statements and give a true and fair view of the state of affairs of the charity at the end of the financial year, and of its surplus or deficit for the financial year. In doing so the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the trustees



Toni Brisby (Chair)

Date: 25/09/03

ACCOUNTANTS REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF THE FAMILY MEDIATORS ASSOCIATION

We report on the accounts for the year ended 30 November 2002.

Respective responsibilities of trustees and reporting accountants

As described in the trustees' report the charitable company's trustees are responsible for the preparation of the accounts and they consider that the charitable company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants and so our procedures consisted of comparing the accounts with the accounting records kept by the charitable company and making such limited enquiries of the officers of the charitable company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) The financial statements are in agreement with the accounting records kept by the charitable company under s221 of the Companies Act 1985.
- (b) Having regard only to, and on the basis of, the information contained in these accounting records:
 - i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in s249C(6) of the Act; and
 - ii) the charitable company satisfied the conditions for exemption from an audit of the financial statements for the year specified in s249A(4) of the Act, and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in s249B(1).

PKF

PKF
Bristol

Reporting Accountants

Date : 29 September 2003

FAMILY MEDIATORS ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30 NOVEMBER 2002

INCOME AND EXPENDITURE	Unrestricted Funds	
	2002	2001
	£	£
Incoming resources		
Members subscriptions	45,220	49,345
Legal Services Commission Funding	0	50,000
Other income	<u>0</u>	<u>1,118</u>
Total incoming resources	<u>45,220</u>	<u>100,463</u>
Resources expended		
Direct charitable expenditure	0	60,097
Other expenditure		
Management and administration of the Charity	<u>37,554</u>	<u>26,174</u>
Total resources expended	<u>37,554</u>	<u>86,271</u>
Net incoming resources	7,666	14,192
Fund balance brought forward	<u>1,014</u>	<u>(13,178)</u>
Fund balance carried forward	<u>8,680</u>	<u>1,014</u>

All amounts relate to continuing activities

All recognised gains and losses are included in the Statement of Financial Activities

FAMILY MEDIATORS ASSOCIATION

BALANCE SHEET

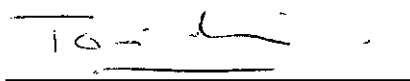
AT 30 NOVEMBER 2002

	2002 £	2002 £	2001 £	2001 £
CURRENT ASSETS				
Debtors	10,736		1,320	
Cash at bank and in hand	<u>0</u>		<u>869</u>	
	10,736		2,189	
CREDITORS : amounts falling due within one year	<u>(2,056)</u>		<u>(1,175)</u>	
NET ASSETS		<u>8,680</u>		<u>1,014</u>
FUNDS AND RESERVES				
Unrestricted Funds				
General Fund		<u>8,680</u>		<u>1,014</u>

The company is entitled to the exemption from audit conferred by section 249A(1) of the Companies Act 1985 and no notice requiring an audit has been deposited under section 249B(2) of the Act.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

Approved by the trustees and signed on their behalf by:



Date : 25 / 09 / 03

FAMILY MEDIATORS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 NOVEMBER 2002

ACCOUNTING POLICIES

Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985.

The financial statements are prepared on the going concern basis. Having reviewed the charity's current and future sources of funding, borrowing facilities and support for the following 12 months, the trustees have no reason to believe that the charity will not be able to continue as a going concern for the foreseeable future.

Fund accounting

Unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the trustees in furtherance of the general charitable objectives.

Incoming resources

Charitable trading activities

Income from courses is included in incoming resources in the period in which the course takes place. Income from membership fees is included in incoming resources over the period to which the fee relates.

Grants

Income from grants is included in incoming resources when the grant is receivable.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Direct charitable expenditure comprises expenditure, including staff costs, directly attributable to the charitable activities.

Management and administration costs comprise those costs that cannot be directly attributed to charitable activities. These costs are incurred in connection with the management of the charity, its organisational administration, and ensuring compliance with constitutional and statutory requirements.

FAMILY MEDIATORS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 NOVEMBER 2002

NET OUTGOING RESOURCES	2002 £	2001 £
This is stated after charging		
Staff costs	0	44,814
Depreciation of fixed assets	<u>0</u>	<u>3,272</u>

EMPLOYEES AND STAFF COSTS	2002 No	2001 No
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The average number of persons employed
by the charity during the year was:

Charitable activities	<u>0</u>	<u>4</u>
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Staff costs were as follows:

Wages and salaries	0	41,637
Social security costs	<u>0</u>	<u>3,177</u>
	<u>0</u>	<u>44,814</u>

No employee earned more than £40,000.

TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

During the year the following amounts were payable to certain individuals (whilst they were acting as trustees) in respect of services provided on a commercial basis as follows:

	2002 £	2001 £
Trainers fees and expenses		
T Brisby	<u>726</u>	<u>795</u>

Apart from payment of reasonable and out of pocket expenses for attending Board Meetings there were no other transactions which arose during the year ended 30 November 2002 with the trustees or with any entity connected with a trustee.

FAMILY MEDIATORS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 NOVEMBER 2002

ANALYSIS OF TOTAL RESOURCES EXPENDED

	Staff costs	Other	Total
	£	£	£
Direct charitable expenditure	0	0	0
Other expenditure			
Management and administration	0	37,554	37,554
Total	0	37,554	37,554

DEBTORS

	2002	2001
	£	£
Other debtors	4,591	1,320
Prepayments and accrued income	6,145	0
	10,736	1,320

CREDITORS : amounts falling due within one year

	2002	2001
	£	£
Other creditors and accruals	2,056	1,175

TAXATION

The Family Mediators Association is a registered charity and therefore is not liable to income tax or corporation tax on income or gains derived from its charitable activities as they fall within the various exemptions available to registered charities.

LIABILITY OF MEMBERS

The charity is constituted as a company limited by guarantee and has no share capital. The liability of each member is limited to the sum of £1 per member.