

**TRUSTEES ANNUAL REPORT  
AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 MARCH 2018**

<b>CONTENTS</b>	<b>PAGE</b>
Chair's Report	3
Trustees' Annual Report	4 - 9
Independent Examiner's report	10
Statement of Financial Activities	11
Balance sheet	12
Notes to the financial statements	13 - 18

**CHAIR'S REPORT FOR THE  
YEAR ENDED 31 MARCH 2018**

Welcome to Bristol Mediation's 2017/18 Annual Report and Financial Statements.

It has been another successful year for Bristol Mediation as the charity has continued to be a positive force for Bristol and the surrounding areas, improving people's lives and making our home a better place to live.

It was incredible to see six charities come together to launch Bristol Hate Crime and Discrimination Services this year. Bristol Mediation joined forces with Stand Against Racism & Inequality, Bristol Mind, Brandon Trust, LGBT Bristol, and the Avon and Bristol Law Centre to support victims of hate crime and local agencies. This demonstrates how charities can work together to tackle devastating problems (1,602 hate crimes were recorded in 2016/17), a fantastic and much needed way of working and part of our strategy.

There has been reassurance this year in our accounts from the diversity of our funding, with a mix from the Office of the Police and Crime Commissioner, Bristol City Council, housing associations, private individuals and other agencies (commercial cases and training), and donations. We invested in our charity last year, to grow sustainable, and I'm delighted that the investment has paid off and we have slightly improved our financial reserves.

As in previous years there has been some churn in the Trustee board, vital for a dynamic and healthy charity. However, this year in particular has seen a noticeable increase in the strength and experience of the Trustee board, with new skills & knowledge recruited in the areas of human resources, law, volunteering and teaching. Along with the networks and relationships that new Trustees have brought to the team, the Trustee board is as healthy as ever.

The services that Bristol Mediation provides are empowering and at times life changing, and Bristol Mediation will continue to be a positive force into the future. This report and accounts represent the effective and prudent management of a charity that is sustainable and can adapt to challenges of the future.

Ben Musty

Chair

December 2018

**TRUSTEES ANNUAL REPORT FOR  
THE YEAR ENDED 31 MARCH 2018**

The Trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2018.

**Status**

Bristol Mediation Ltd is a registered charity and a company limited by guarantee, governed by Memorandum and Articles of Association dated September 1990 and subsequent amendments.

**Trustees**

The Trustees who served during the year were as follows:

Name	Date of appointment	Date of retirement
Richard Drake	28 November 2011	
Ben Musty (Chair)	26 November 2014	
Andy Mullett	15 December 2015	
Dawn Appleford	30 March 2017	
Rebecca Lloyd	10 July 2017	
Michael Alderman	2 October 2017	
Jim Robinson	2 October 2017	
Rhiannon Pryce-Owen	25 October 2017	
Neil Maggs	12 September 2015	24 May 2017
Tim Wilson	20 February 2017	24 May 2017
Ian Budd	23 November 2016	10 September 2018

**Principal Address:**

Units 39-40 Easton Business Centre Felix Road Easton Bristol, BS5 0HE

**Independent Examiner**

Neil Kingston FCA, Burton Sweet Chartered Accountants, The Clock Tower, 5 Farleigh Court Old Weston Road, Flax Bourton, Bristol BS48 1UR

**Bankers:**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Mailing, Kent ME19 4JQ

## **TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2018**

### **Structure, Governance and Management**

The Trustees have the power to appoint new or additional Trustees by a resolution of the Trustees. In selecting persons to be appointed, the Trustees shall take into account the benefits of appointing a person who is able by virtue of his or her professional qualifications to make a contribution to the pursuits of the objects or the management of the charity.

Bristol Mediation Limited is governed by the Board of Trustees, which meets monthly and which carries the ultimate responsibility for the activities of the organisation. They appoint the Director who is entrusted to make any decisions that enable the delivery of the business plan. A monthly report on management activity is given at each Board meeting. The Board, in conjunction with the Director, makes strategic decisions. Other staff and volunteers are accountable to the Director.

### **Induction and training of Trustees**

Each new Trustee receives a Handbook, which contains reference information on the organisation and their role within it, including job descriptions for each of the Trustee roles, a history of Bristol Mediation, the business plan and all policies. The handbook is updated regularly. Training for Trustees may take place during Trustee meeting times or during development/training days. Any specific training needs may be met through external training courses.

### **Risk Management**

The Trustees continually review risks and take action to mitigate them. Our dependence on service agreements with Bristol City Council, the withdrawal of which would seriously affect our income, is a risk that the Trustees continually try to reduce through management of the contracts and development of services funded by other partners. Internal risks are minimized by the implementation of effective internal control procedures that ensure both appropriate authorisation of all transactions and projects and consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed for their continuing effectiveness.

### **Objectives and Activities**

These are set out in the Memorandum and Articles of Association, namely:

*To promote for the public benefit of the citizens and communities in and around the City of Bristol and surrounding counties and with a view to the preservation of public order, the provision of services directed towards repairing harm by restorative justice working with victims of crime and perpetrators of harm; and resolving conflict by mediation and conciliation between persons, organisations and groups who are involved or who are at risk of becoming involved in disputes or interpersonal conflicts where any such dispute or conflict results from or may lead to acts of nuisance, vandalism, racial abuse or breach of the peace.*

*The aim of the Trustees is to ensure that everybody in and around the city of Bristol and surrounding counties has access to relevant and useable community resolution and restorative justice services. We believe that the alleviation of individual and community tensions will benefit everybody by contributing towards safer and more peaceful communities.*

**TRUSTEES' ANNUAL REPORT  
YEAR ENDED 31 MARCH 2018**

**Objectives and Activities (continued)**

To achieve these objectives and this aim we train mediators and restorative justice facilitators for ourselves and other organisations. We have a body of volunteers who work with parties who have experienced conflict or criminal activity. Referrals come from Avon & Somerset Constabulary, Criminal Justice Agencies, Housing Associations, and Local Authority. In addition, we have referrals from other sources such as individuals, other statutory and voluntary agencies, housing associations, which we encourage and want to increase.

Conflict and criminal activity is very detrimental to the lives of those directly involved and have impacts on people's health and wellbeing. We do carry out surveys of those we have helped and, while not claiming complete success in every case, with our help our clients show high satisfaction in the services that they receive, enabling them to have a voice and to feel heard, to be able to move forward and to have some closure that greatly improves their quality of life.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities.

The aims, methods and benefits of restorative approaches are not widely appreciated and we are keen to improve society's knowledge of them. To that end, our Trustees and staff attend meetings and make presentations when appropriate opportunities arise.

Since Bristol Mediation was formed in 1990 after the St Pauls Riots, restorative approaches have been taken up and developed by other organisations. We will make every effort to continue with this work and develop new services, both by ourselves and also in conjunction with other like-minded organisations.

**Achievements during the year**

Bristol Mediation has had a very rewarding year in 2017-18, with lots of new exciting developments and projects, showing increased confidence in our work.

We continued to provide neighbourhood/community conflict resolution services and were delighted following commissioning to be awarded the contract from 2017 to 2019 by the Office of Police Crime Commissioners to lead Restorative Justice across Avon & Somerset in partnership with the police.

This year also saw success in our collaborative proposal to provide restorative approaches to people experiencing hate crime/discrimination working in partnership with SARI (Stand against Racism and Inequality), Brandon Trust, Bristol Mind, LGBT+ Bristol and Avon & Bristol Law Centre. The funding from this is part of Bristol Impact Fund with the contract from 2017 – 2021.

The year saw a continued high number of referrals to all of our core services. We have carried out trainings and briefings to police, housing teams and other statutory, CJS and partner agencies to ensure that they feel confident in getting people to engage with restorative approaches which has seen an increase in enquires and referrals across Avon & Somerset. Relationships have continued to develop with an increase in referrals from other agencies as well as additional self-referrals as people become aware of the benefits of our services.

**TRUSTEES' ANNUAL REPORT  
YEAR ENDED 31 MARCH 2018**

**Achievements during the year (continued)**

The Restorative Justice Service, Restorative Approaches Avon & Somerset (RAAS), builds on the expertise and skills we developed from 2015 – 2017 providing RJ across South Gloucestershire and BANES with this new service being a collaboration with the established Bristol Neighbourhood Justice team to develop this service to provide restorative approaches across Avon & Somerset. This new service works closely alongside partner agencies to provide a quality, streamlined service, reducing duplication, increasing referrals and delivers a safe and efficient service ensuring good outcomes for victims and offenders

There have been a lot of changes in staffing in the past year. In the neighbourhood conflict resolution team we lost Hannah Pepper however Ishshah Fleming moved across to be Senior Mediation Caseworker and Amy Binns became Hate Crime Caseworker. The Homeless Mediation Service Pilot funding came to an end and we lost James Lea however we were delighted to recruit and appoint a casework team for the new RJ service and welcomed Imogen Roberts, Catherine Roberts and Debbie Cockroft. In addition we took on management of two police employees, Joanne Quinton from Bristol Neighbourhood Justice team and Lesley Cogan, both experienced RJ facilitators who have both joined us as coordinators on our RJ service working alongside Paul Holder.

Bristol Mediation is certainly an energised agency after lots of additional exciting developments in 2017/2018 after successfully bidding for both the RJ service and becoming part of Bristol Hate Crime & Discrimination Service. We continue to be part of Restorative Bristol and have increased our networking and linking with other vital agencies, developing collaborations with key partners across Avon & Somerset. In addition we have run ongoing training and recruitment of new volunteer mediators and RJ practitioners to the teams. In the past year we were able to run both mediation and RJ training courses taking our volunteer numbers to in excess of 100 practitioners in addition to our 8 valued board members with more training planned in the next 12 months.

All of the progress in this report would not be made possible without the commitment and professionalism of all of our staff and volunteers. They are Bristol Mediation's greatest asset and what enables us to continue to provide these vital services to people who have experienced harm or conflict in Bristol and the surrounding areas of Avon & Somerset.

**Financial Report**

**Results for the year**

Total income this year almost doubled, to amount to £292,290, as a result of restricted funding received in respect of two large contracts that we were successful in bidding for, being RAAS (Restorative Approaches Avon and Somerset), where we received £150,000 for the period to 31 March 2018, and Bristol Hate Crime Discrimination Service. There was also a welcome increase of over £10,000 in core mediation work being undertaken for Housing Associations.

Expenditure during the year amounted to £263,935, an increase of £93,673 – following the success in bidding for the new services, salary cost have increased by £49,131 as the staff team has increased, and we also were billed £44,459 by Avon and Somerset Police in respect of three staff seconded to us to help with

**TRUSTEES' ANNUAL REPORT  
YEAR ENDED 31 MARCH 2018**

**Financial Report (continued)**

RAAS. We also expended the size of the office, which led to additional costs.

The result is that there was a surplus of £12,090 on unrestricted funds and a surplus of £16,265 on restricted funds. At the end of the year there were accumulated unrestricted surpluses of £44,917 and restricted funds carried forward amounted to £21,514, so net assets amounted to £66,431.

The contracts have continued during the current financial year, and in October 2018 a further bid was submitted in respect of the RAAS contract, which runs at present until March 2019; this is for a four year period until 2023 and if successful, will help provide welcome financial security.

**Reserves Policy**

The policy of the Trustees is to maintain free financial reserves equivalent to at least three months of running costs. At the end of the year, unrestricted reserves of £44,917 amounted to just in excess of four months of forecast unrestricted expenditure, which the Trustees consider to be satisfactory and in line with their policy.



**TRUSTEES' ANNUAL REPORT  
YEAR ENDED 31 MARCH 2018**

**Statement of Trustees' responsibilities**

The Trustees (who are also directors of Bristol Mediation Limited -Ref 1599 for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Accepted Accounting Practice).

Company law requires the Trustees 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 income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- 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 charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

Approved by the Trustees on \*\* December 2018 and signed on their behalf by

Ben Musty  
Director

Andrew Mullett  
Director

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF BRISTOL MEDIATION LIMITED ('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**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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.

Neil Kingston FCA  
Burton Sweet Chartered Accountants  
The Clock Tower, 5 Farleigh Court  
Old Weston Road, Flax Bourton  
Bristol BS48 1UR

Date: .....

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted Funds	Restricted Funds	<b>Total 2017-18</b>	Total 2016-17
<b>Income from:</b>					
Donations and legacies		22,567	-	<b>22,567</b>	13,456
Bank interest		36	-	<b>36</b>	68
Charitable activities	2	72,502	197,185	<b>269,687</b>	139,071
<b>Total income</b>		<b>95,105</b>	<b>197,185</b>	<b>292,290</b>	<b>152,595</b>
<b>Expenditure on:</b>					
Charitable activities	3	86,274	177,661	<b>263,935</b>	170,262
<b>Total expenditure</b>		<b>86,274</b>	<b>177,661</b>	<b>263,935</b>	<b>170,262</b>
<b>Net income / (expenditure)</b>	5	<b>8,831</b>	<b>19,524</b>	<b>28,355</b>	<b>(17,667)</b>
<b>Transfers between Funds</b>	9	<b>3,259</b>	<b>(3,259)</b>	<b>-</b>	<b>-</b>
<b>Net movement in Funds</b>		<b>12,090</b>	<b>16,265</b>	<b>28,355</b>	<b>(17,667)</b>
<b>Total Funds brought forward</b>	9	<b>32,827</b>	<b>5,249</b>	<b>38,076</b>	<b>55,743</b>
<b>Total Funds carried forward</b>	9	<b>44,917</b>	<b>21,514</b>	<b>66,431</b>	<b>38,076</b>

This includes the Income and Expenditure Account for the company for the year.

The Charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the Charity are classed as continuing.

Prior year fund comparatives are shown in note 15.

The notes on pages 13 to 18 form part of these financial statements

**BALANCE SHEET  
AS AT 31 MARCH 2018**

	Notes	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
<b>Current Assets</b>					
Debtors and prepayments	7	3,975	-	<b>3,975</b>	4,326
Bank balances		53,585	21,514	<b>75,099</b>	40,342
Total current assets		57,560	21,514	<b>79,074</b>	44,668
<b>Creditors: amounts falling due within one year</b>	8	(12,643)	-	<b>(12,643)</b>	(6,592)
<b>Net current assets</b>		44,917	21,514	<b>66,431</b>	38,076
<b>Net Assets</b>		44,917	21,514	<b>66,431</b>	38,076
<b>Accumulated Funds</b>					
<b>Restricted Funds</b>	9	-	21,514	<b>21,514</b>	5,249
<b>Unrestricted General Funds</b>	9	44,917	-	<b>44,917</b>	32,827
		44,917	21,514	<b>66,431</b>	38,076

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006. The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. The Trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the Trustees on \*\* December 2018 and signed on their behalf by:

Ben Musty  
Director

Andrew Mullett  
Director

The notes on pages 13 to 18 form part of these financial statements

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

### **1. ACCOUNTING POLICIES**

#### **a) Basis of preparation of accounts**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard 102, the Companies Act 2006, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP FRS102). The charity is a public entity as defined under FRS102. There are no material uncertainties affecting the ability of the charity to continue as a going concern

#### **b) Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity. Restricted funds are subjected to restrictions on their expenditure imposed by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management costs. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### **c) Income**

All income is 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:

- Donation and legacies are accounted for in full in the Statement of Financial Activities when receivable, except as follows
  - a) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods; and
  - b) when donors impose conditions which must be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

#### **d) Expenditure**

All expenditure is accounted for on an accruals basis and has been listed under headings that aggregate all the costs directly attributable to that activity. Where costs (including overheads such as wages and salaries) cannot be directly attributed they have been allocated to activities on a basis consistent with the use of resources and the time spent on those activities. 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 activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

#### **e) Fixed assets and depreciation**

Fixed assets are included at cost, where this is in excess of £1,000 per item. Depreciation is provided to write off the cost of fixed assets over their estimated useful lives on a reducing balance basis as follows:  
Equipment 15%

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

**2. INCOME - CHARITABLE ACTIVITIES**

	Unrestricted Funds	Restricted Funds	<b>Total 2017-18</b>	Total 2016-17
Neighbour Mediation: Bristol City Council	45,000	-	<b>45,000</b>	45,180
Neighbour Mediation: Housing Associations etc	21,344	-	<b>21,344</b>	10,664
Neighbour Mediation: Commercial cases	1,130	-	<b>1,130</b>	1,135
New Mediator Training: Course fees received	4,923	-	<b>4,923</b>	16,345
Other sundry income	105	-	<b>105</b>	747
NERAP (North East Restorative Approaches P'jct)	-	8,333	<b>8,333</b>	50,000
Homelessness	-	15,000	<b>15,000</b>	15,000
RAAS (Restorative Justice)	-	150,000	<b>150,000</b>	-
Hate Crime (Prospectus)	-	23,852	<b>23,852</b>	-
	<b>72,502</b>	<b>197,185</b>	<b>269,687</b>	139,071

**3. EXPENDITURE - CHARITABLE ACTIVITIES**

	Salary costs £	Direct costs £	Total costs £	Recharges to Projects £	<b>Total 2017-18 £</b>	Total 2016-17 £
<b>Unrestricted Expenditure</b>						
Neighbour Mediation	32,174	2,335	34,509	-	<b>34,509</b>	43,880
Core	21,363	23,887	45,250	(39,076)	<b>6,174</b>	13,530
Development	35,739	3,395	39,134	-	<b>39,134</b>	32,006
New Mediator Training	1,865	4,592	6,457	-	<b>6,457</b>	15,845
	<b>91,141</b>	<b>34,209</b>	<b>125,350</b>	<b>(39,076)</b>	<b>86,274</b>	105,261
<b>Restricted Expenditure</b>						
NERAP	4,434	100	4,534	4,174	<b>8,708</b>	46,436
Homelessness	4,491	291	4,782	11,832	<b>16,614</b>	13,316
RAAS	58,666	57,111	115,777	19,123	<b>134,900</b>	-
Hate Crime	11,101	2,391	13,492	3,947	<b>17,439</b>	-
Street Crime	-	-	-	-	-	1,307
Road Use	-	-	-	-	-	3,942
	<b>78,692</b>	<b>59,893</b>	<b>138,585</b>	<b>39,076</b>	<b>177,661</b>	65,001
<b>Total</b>	<b>169,833</b>	<b>94,102</b>	<b>263,935</b>	<b>-</b>	<b>263,935</b>	170,262

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

**4. STAFF COSTS**

	2017-18 £	2016-17 £
Gross wages and salaries	155,511	113,021
Employer's national insurance costs	10,917	5,521
Pension contributions	3,405	2,160
<b>Total Staff Costs</b>	<b>169,833</b>	<b>120,702</b>
Employee Numbers (by average headcount)	9.5	5.4

Bristol Mediation Ltd considers its key management personnel to be the members of the Trustee Board, and the Director. The total employment benefits, including employer pension contributions, of the key management personnel were £37,834 (2016-17: £35,655).

There were no employees whose emoluments were in excess of £60,000 (2016-17: None)

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

This is stated after charging:

	2017-18 £	2016-17 £
Independent Examiners' remuneration	890	725

**6. TAXATION**

The registered charity is exempt from Corporation Tax as all income arises from charitable activities

**7. DEBTORS - AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017-18 £	2016-17 £
Debtors	-	955
Prepayments	3,975	3,371
	<b>3,975</b>	<b>4,326</b>

**8. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017-18 £	2016-17 £
VAT	1,455	1,643
Payroll liabilities	2,705	2,034
Other creditors	7,593	2,118
Accruals	890	797
	<b>12,643</b>	<b>6,592</b>

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

**9. MOVEMENT IN FUNDS**

As at 31 March 2018	Balance at start of year £	Income £	Expend- iture £	Transfer between Funds £	Balance at end of year £
<b>Restricted Funds</b>					
NERAP	3,565	8,333	(8,709)	(3,189)	-
Homelessness	1,684	15,000	(16,614)	(70)	-
RAAS (Restorative Justice)	-	150,000	(134,900)	-	<b>15,100</b>
Hate Crime (Prospectus)	-	23,852	(17,438)	-	<b>6,414</b>
	<b>5,249</b>	<b>197,185</b>	<b>(177,661)</b>	<b>(3,259)</b>	<b>21,514</b>
<b>Unrestricted Funds</b>					
	32,827	95,105	(86,274)	3,259	<b>44,917</b>
	<b>38,076</b>	<b>292,290</b>	<b>(263,935)</b>	<b>-</b>	<b>66,431</b>

**NERAP (North East Restorative Approaches Project)**

In this project we worked in collaboration with Avon & Somerset Police and SARI (Stand against Racism and Inequality).

The project was funded by the Office of the Police Crime Commissioner for Avon & Somerset to fund RJ services across

South Gloucestershire and BANES and ran to May 2017 where it was then superseded by RAAS.

**Young People & Homelessness Service**

The funding for this service was to train additional practitioners and to work in partnership with other statutory agencies to help prevent homelessness for young people in the City of Bristol or to enable young people to return home.

This project has been funded by Bristol City Council in line with their 'Vision for Bristol'

**RAAS (Restorative Approaches Avon & Somerset)**

This service which commenced June 2017 is working in collaboration with Avon & Somerset Police to provide RJ across Avon & Somerset.

The funding for this service is from the Office of the Police Crime Commissioner for Avon & Somerset from June 2017 to March 2019.

**Bristol Hate Crime Project**

In this project we work in partnership with SARI (Stand against Racism and Inequality), Brandon Trust, Bristol Mind, LGBT Bristol & Avon & Bristol Law Centre.

The project is Grant funded by Bristol City Council's Impact Fund (Prospectus).



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

### **10. TRUSTEES AND OTHER RELATED PARTIES**

No remuneration was paid to Trustees in the year (2016-17 none) and there were no payments made in respect of Trustee expenses (2016-17 none)

### **11. CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES**

There were no capital commitments or contingent liabilities at 31 March 2018 (2017: None)

### **12. RELATED PARTY TRANSACTIONS**

There were no transactions carried out with related parties during the year (2016-17: None).

### **13. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and, as such, has no issued share capital. In the event of the company being wound up, the liability of the members is limited to £1 each.

### **14. GOING CONCERN NOTE**

A substantial part of our expected funding needs to 31 March 2021 have been secured and the trustees can be reasonably confident that the remainder needed to ensure the continuance and development of Bristol Mediation up to that date can be secured .

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2018

#### 15. PRIOR YEAR FUND COMPARATIVES - FOR YEAR ENDED 31 MARCH 2017

##### a) Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	Total
<b>Income from:</b>			
Donations and legacies	13,456	-	13,456
Bank interest	68	-	68
Charitable activities	74,071	65,000	139,071
<b>Total income</b>	<b>87,595</b>	<b>65,000</b>	<b>152,595</b>
<b>Expenditure on:</b>			
Charitable activities	105,261	65,001	170,262
<b>Net income / (expenditure)</b>	<b>(17,666)</b>	<b>(1)</b>	<b>(17,667)</b>
<b>Transfers between Funds</b>	<b>(390)</b>	<b>390</b>	<b>-</b>
<b>Net movement in Funds</b>	<b>(18,056)</b>	<b>389</b>	<b>(17,667)</b>
<b>Total Funds brought forward</b>	<b>50,883</b>	<b>4,860</b>	<b>55,743</b>
<b>Total Funds carried forward</b>	<b>32,827</b>	<b>5,249</b>	<b>38,076</b>

##### b) Analysis of Net Assets by Funds

	Unrestricted Funds	Restricted Funds	Total
<b>Current Assets</b>			
Debtors and prepayments	4,326	-	4,326
Bank balances	35,093	5,249	40,342
<b>Total current assets</b>	<b>39,419</b>	<b>5,249</b>	<b>44,668</b>
<b>Creditors: amounts falling due within one year</b>	<b>(6,592)</b>	<b>-</b>	<b>(6,592)</b>
<b>Net current assets and Net Assets</b>	<b>32,827</b>	<b>5,249</b>	<b>38,076</b>

##### c) Movement in Funds

	Balance at start of year £	Income £	Expend- iture £	Transfer between Funds £	Balance at end of year £
<b>Restricted Funds</b>					
NERAP	-	50,000	(46,435)	-	3,565
Homelessness	-	15,000	(13,316)	-	1,684
Street Crime Project	1,048	-	(1,307)	259	-
Road Use Project	3,811	-	(3,942)	131	-
	<b>4,859</b>	<b>65,000</b>	<b>(65,000)</b>	<b>390</b>	<b>5,249</b>
<b>Unrestricted Funds</b>	<b>50,883</b>	<b>87,595</b>	<b>(105,261)</b>	<b>(390)</b>	<b>32,827</b>
	<b>55,742</b>	<b>152,595</b>	<b>(170,261)</b>	<b>-</b>	<b>38,076</b>