

Company no. 02932195  
Charity no. 1038253 (England & Wales)  
Charity no. SC040616 (Scotland)

**Step Together Volunteering Ltd.**  
**Report and Unaudited Financial**  
**Statements**  
**31 May 2021**

## **Step Together Volunteering Ltd.**

### **Reference and administrative details**

**For the year ended 31 May 2021**

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<b>Company number</b>	02932195
<b>Charity number</b>	1038253 (England & Wales) SC040616 (Scotland)
<b>Registered office</b>	5th Floor Mariner House 62 Prince Street Bristol BS1 4QD
<b>President</b>	Sir David Manning GCMG, KCVO
<b>Patrons</b>	Dame Julia Cleverdon DCVO, CBE Damon de Laszlo DL Captain Michael Fulford-Dobson CVO, KStJ, JP, RN
<b>Trustees</b>	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Maurice Clarke appointed 20 July 2020 Dr Roger Donbavand Chairman Liza Durkin Dr Robin Garnett OBE Julia Killick CBE Caroline Marsh Deborah Poole Roger Potter MBE Founder Hayley Rees
<b>Chief executive officer</b>	Anna-Clare Temple
<b>Bankers</b>	CAF Bank Ltd Kings Hill West Malling ME19 4TA
<b>Auditors</b>	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

## **Step Together Volunteering Ltd.**

### **Report of the trustees**

#### **For the year ended 31 May 2021**

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The trustees present their report and the financial statements for the year ended 31 May 2021.

Reference and administrative information set out on page 1 forms part of this report. 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, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

#### **About Step Together Volunteering**

We're a charity that helps the most vulnerable people – people who can't find help elsewhere. We don't give up on our clients. We support them until they have the self-confidence and skills they need to look forward to a better, brighter future. And for many, that starts with volunteering.

#### **Our mission**

PROGRESSION IS OUR MISSION.

TOGETHERNESS IS OUR ETHOS.

EMPOWERMENT THROUGH VOLUNTEERING IS OUR GOAL.

Step Together Volunteering (STV) works to inspire, motivate, and enable people who are most excluded from society to participate in community volunteering as a way of helping them develop the skills, confidence and motivation to turn their lives around. We team this with intensive 1 to 1 mentoring support, taking an asset-based approach, to support individuals to understand their strengths, identify their goals, overcome any obstacles, and achieve their potential. We do not place a time limit on our support, as we understand that working with clients who have such complex needs demands patience and time. Most of our clients are supported for between 6 and 12 months.

Over the 2020-2021 financial year, the charity ran three main programmes working with: ex-offenders, young people with multiple and complex needs, and wounded, injured and sick (WIS) service personnel & veterans.

The charity's objectives, established in 1994, state that the charity exists *"to promote, for the public benefit, volunteering and community involvement by people of all ages and backgrounds"*. All our current programmes aim to support people who have complex needs and are excluded from society in some way, to engage in community volunteering. We work at the most disadvantaged margins of society, supporting people with complex and often chaotic lives. For many, we are a last resort; the complexity of their circumstances meaning that most time-limited and prescriptive services do not meet their needs. We take them on a journey to rebuild their lives with volunteering as a goal.

At STV we believe that everyone has the potential and the right to effect positive change for themselves and for their communities, regardless of their background or history; and that communities are stronger and more resilient when they are inclusive.

The charity's programmes are delivered by a team of outreach workers, our Volunteering Project Managers, providing 1 to 1 support to clients currently based in Scotland, Manchester, Lancashire, East of England, Wiltshire and South West England.

## **Step Together Volunteering Ltd.**

### **Report of the trustees**

#### **For the year ended 31 May 2021**

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##### **Achievements and performance**

Much of the charity's financial year was impacted by the Coronavirus pandemic and associated restrictions, including multiple national lockdowns that significantly affected our ability to deliver our services. At multiple points in the 12 month period we were not able to provide the face-to-face support which is so effective in supporting our clients and such a key feature of our service. Additionally, the pandemic affected our referral routes and many of the voluntary organisations who offer volunteer placements to our clients.

As such, formal objectives were not set and instead the charity focused on navigating the uncertainty and challenges presented by the pandemic.

The Covid-19 Committee, comprising the Chair of Trustees, Vice-Chair, Treasurer, a further trustee who is a lawyer and the CEO, continued to meet regularly to review the charity's operations and financial position. The Committee had delegated authority from the Board of Trustees to make decisions regarding appropriate use of funds, whether and how the charity should use the Government's Job Retention Scheme (furlough) and how to manage the risks presented by the pandemic to our staff, clients and wider community.

Between April and June 2020, most of the charity's staff were placed on furlough leave. This difficult decision was taken as we were unable to deliver the programmes of support for which we had received funding, and it was felt that our restricted funding should be kept for when we were able to resume face-to-face support for our clients and could broker volunteering placements for them once more. Two full-time members of staff were retained in post to provide ongoing remote support across our client groups to any client that requested support, and to contact proactively those clients it was felt were most at risk from the isolation and deterioration in mental wellbeing caused by lockdowns.

During this period, we pivoted our service to focus on providing mental wellbeing support for our clients, and to help them stay well. The charity made full use of digital technology to ensure we could stay in touch with our clients through video calls, depending on their preferences and access to technology. Support was also provided through telephone calls, emails, and messages.

As part of this new focus, we created fortnightly newsletters which were sent electronically to all clients, whether they were engaging with 1-1 support from us or not. As well as providing clients with up-to-date guidance on the pandemic and restrictions, this innovative initiative also included options for clients to stay occupied whilst at home. Each newsletter featured 3-4 different "at home" online/remote opportunities clients could engage with. This was a new step for us, as the volunteering placements we have brokered for our clients to this point have always been "in person" and usually supported by one of our VPMs. However, feedback received from our clients showed that they were becoming bored during lockdowns and struggling to stay motivated and maintain their mental and emotional wellbeing. In response those VPMs who were not on furlough researched different opportunities that clients could take part in from home. Activities included: free access to language learning platforms, citizen's science projects to get involved with, proof-listening to audio books for visually impaired children and writing to people in hospital. The newsletters were also shared widely throughout our network of referrers, partners, and other stakeholders in order to reach as many people as possible.

## **Step Together Volunteering Ltd.**

### **Report of the trustees**

#### **For the year ended 31 May 2021**

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In addition, we also responded to requests from our clients supported by our Young People programmes who wanted more interactive support. In consultation with them we established an online cookery group that initially engaged with clients in Bristol, and then was also made available to our clients aged 16-25 in Manchester. These weekly sessions kept clients engaged and encouraged them to work as a team to identify suitable recipes, build communication skills through working together and acquire independent living skills through learning to cook different recipes. Clients were involved in choosing the recipe each week, shopping for the ingredients and working together during each session. One client even felt confident enough to run a cookery session by himself for another youth organisation in Bristol, guiding other young people through a recipe.

In June 2020 we decided to give notice on the lease for our office and much of our office equipment and furniture was placed in storage. This decision was made as the Central Team were all working from home, and we would only be able to have one person at a time working in our office, in order to keep staff safe. It was felt that it would be better to use the money usually spent on office rent to support our frontline programme delivery.

In June 2020 we brought our team of Volunteer Project Managers supporting WIS and veteran clients back from furlough leave as we secured funding to support veterans at risk of loneliness and isolation as a result of the pandemic. As restrictions eased over the summer the rest of those who had been on furlough leave returned to their posts and face-to-face support resumed in line with all local and national guidelines.

We did retain some elements of online delivery. In August 2020 we secured ESF funding to deliver our "For My Future" course (which had been developed as a pilot program in 2019-2020) to ex-offenders in the Greater Manchester area. The course was intended to be run in person with groups of up to 8 individuals. However, the restrictions meant we were unable to do this and so the program was quickly adapted to be delivered online to smaller cohorts. This proved very successful and demonstrates the resourcefulness and commitment of our Volunteer Project Managers to deliver support to our client groups.

Further restrictions later in 2020 did not result in staff being placed on furlough leave, however the national lockdown at the start of 2021 meant that once again our service provision was interrupted. This time we were able to benefit from flexi-furlough rather than having staff away from work completely, meaning we were able to maintain a higher level of service delivery and presence to support our clients through another challenging period.

As well as the impact on our clients, the pandemic (with associated lockdowns, interruptions to our service and furlough leave) affected our staff. We made the most of video conferencing facilities to bring staff together regularly, and employees were able to access our Employee Assistance Programme (provided via a website and confidential phone line) at any time.

## **Step Together Volunteering Ltd.**

### **Report of the trustees**

#### **For the year ended 31 May 2021**

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##### **Fundraising**

Our fundraising plans were also impacted by the pandemic, with many funding streams either being paused, closed altogether, or being changed to respond to the emerging needs presented by Covid-19. Fortunately, we were in a strong financial position, and were also able to make the most of Covid-19 dedicated funding streams to enable us to continue to provide support to our clients as we progressed throughout the year. We also secured funding for several tablets and SIM cards, as we found that lack of access to technology and data poverty were significant factors affecting our clients' ability to take part on the online opportunities available to them. These tablets were then loaned to clients to help them stay engaged during periods of lockdown and several clients used them to access the For My Future course.

Despite the challenging fundraising environment, the charity was successful in securing the funds it needed to carry out its programs during the year. This included securing funding from new funders and from those we had previously had a funding relationship with.

The Charity also made use of the Government's Job Retention Scheme and received funding towards the salaries of those members of staff who were on furlough leave. This enabled us to retain restricted funding for the time when we were able to return to face-to-face program delivery.

##### **Case management system**

Towards the end of our financial year, we started the process to move to a new case management system, CharityLog. We feel CharityLog is better placed to allow us to capture all of the data about our clients that we need to run our programs effectively and safely, and to report back to our funders accurately. The system allows for integration of outcomes measurement tools which will enable us to hold all our data in once place. The system is more user friendly than our previous case management system, and from the second year onwards, will be significantly cheaper too. This work continues our progress towards one of the objectives set in 2019: to improve our use of our case management system so that we develop a body of evidence to back up our case for support.

In 2019, one of our objectives was to introduce more effective ways to measure and articulate the impact of our support. At the end of 2019 we introduced the Warwick-Edinburgh Mental Wellbeing Scale. And towards the end of the 2020-21 financial year we made the decision to move from our in-house outcomes measurement to the Outcomes Star (Pathway Star), a tool widely used in the voluntary sector to measure clients' progress in 8 key areas over a period of support. We believe this will help us demonstrate to funders (existing and potential) the impact of our work, and recognises the significant impact of the pre-volunteering work that our Volunteer Project Managers carry out.

##### **University of Bristol – student placements**

During the year we were invited by the University of Bristol to submit project/consultancy ideas for their students to take part in. Two of our ideas were selected for students to work on.

A second year student undertook an evaluation of our work with Young People in Bristol between 2017 and 2020. This evaluation found that 83% of clients felt the experience of being supported by Step Together was very positive, with the remainder reporting it as positive. 67% of clients said our support had helped them develop their communication skills, 83% said they experienced improved confidence, and 67% reported an increase in self-esteem. The evaluation said "The unique one-on-one and unlimited support provided by Step Together is therefore clearly notable to its clients and is very beneficial in allowing them to succeed on the programme and in their volunteering placements."

## **Step Together Volunteering Ltd.**

### **Report of the trustees**

#### **For the year ended 31 May 2021**

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A group of final year students looked at how we could evaluate the social value of our work with WIS service personnel and veterans between 2017 and 2020. They looked at a variety of different measures, including the outcomes data that we collect from our clients. Overall they found that during the period 2017-2020 our program delivered at least £1.90 of value for each £1 invested. This is positive, and we are sure we can build on this and increase the social value of all our programs, especially as this period included the pandemic which affected our ability to support our clients to achieve outcomes that have a social value such as increased confidence and improved relationships with family and friends.

These two pieces of work were extremely helpful to us in providing robust, objective evaluation of the impact of our work and helped to establish a good relationship with one of the country's top universities. We have been invited to participate in providing placements for students again during the 2021-22 academic year.

In summary, the charity, like many others, has faced a challenging year. We have risen to the challenges we were faced and come through by:

- Employing rapid decision-making (through the authority delegated to the Covid-19 Committee) to respond quickly to the ever-changing circumstances presented by the pandemic;
- Careful financial management, ensuring we could retain our restricted funding for use when we would be able to deliver the intended outcomes and impact;
- Prioritising our vulnerable clients, pivoting our service and support to focus on their mental wellbeing to enable them to deal with the challenges of the pandemic; and
- Encouraging our staff to be innovative and creative, coming up with new and different ways to deliver our support and making full use of the technology and online capabilities available to us and our clients.

Our focus now is to move forward, ensuring we can build on the excellent work undertaken by the charity's staff during difficult times by:

- Maintaining our use of technology to complement our in-person, face-to-face support;
- Securing multi-year funding to ensure we have sustainability;
- Investing our team through individual and collective training, ensuring they are well-equipped and well-supported to carry out their roles;
- Developing our network of partners so that we can improve our clients' experience and achievements; and
- Continuing to innovate in response to changing and emerging needs.

Our strategic priorities for 2021-22 are:

- Strategy Development: we will devise a new forward plan for the charity covering the next 3 years, recognising the impact of the pandemic on our clients and the funding landscape. The focus will be on sustainable growth, identification of discrete projects to develop our understanding of clients' needs and service delivery options, and develop our resource plans in relation to staffing, skills and premises;
- Governance: revise the charity's objects so they are relevant to our current work and amend our Articles of Association to limit Trustee tenure in line with recommendations in the Charity Code of Governance. We will also consider succession planning for our Trustees to ensure the charity continues to benefit from a broad range of expertise;
- Focus on our staff team: recognise the impact of the past 12-18 months on our staff team, invest in their wellbeing and development to ensure good staff retention and engagement. We will identify individual and collective training/development needs and we are planning an all-staff conference in November 2021; and

## **Step Together Volunteering Ltd.**

### **Report of the trustees**

#### **For the year ended 31 May 2021**

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- Continue to build on our financial stability through our fundraising efforts.

#### **Financial review**

Income for the year was £464,444 which was slightly higher than the £450,000 budgeted. Expenditure for the year was £378,733 which was significantly lower than the £445,686 budgeted. This is primarily down to the charity's costs being much lower during the pandemic as some staff were placed on furlough leave, and project running costs were not incurred.

Funds carried forward to the 2021-22 financial year amounted to £370,826 of which £240,917 were restricted. The unrestricted reserves at the end of the financial year stood at £129,909.

The charity has secured a number of grants into the 2021-22 financial year totalling £239,270, and around 80% of the charity's budgeted expenditure is already secured. This is a strong position to be in at the start of our financial year, and demonstrates the charity's ability to secure funding for its work, despite the challenging fundraising environment of the past 12 months. We continue to prioritise applications for multi-year funding wherever possible, as well as looking to secure unrestricted funding to provide greater flexibility and stability to the charity.

#### **Reserves policy**

Total funds held at 31 May 2021 were £370,826, of which £165,075 were unrestricted. The Board of Trustees has agreed that the minimum level of free reserves that the charity should keep will be equivalent to three months' operating costs, currently estimated at £112,500. Following considerable efforts to secure unrestricted funding to support the charity's sustainability and careful controlling of costs, the charity has increased its unrestricted reserves over the year to meet its policy.

The financial reserves will enable the charity to meet future commitments and unforeseen expenses without a negative impact on its ability to deliver core services or develop the business in the manner planned. The trustees have agreed that any reserves accrued above the target amount will be used for the following purposes:

- To fund working capital;
- To fund unexpected but necessary expenditure; and
- To fund shortfalls in income, when income does not reach expected levels.

#### **Charitable funders and supporters**

STV wishes to recognise and thank all of its funders and supporters, listed below for the year June 2020 to May 2021. Without the support of our funders, we would not be able to deliver any of our valuable work, transforming lives of marginalised individuals through volunteering and community engagement:

Armed Forces Covenant Fund  
Drapers Charitable Foundation  
Edward Gostling Foundation  
ESF  
Gannochy Trust  
Help for Heroes  
Henry Smith Charity  
Holywood Trust  
Hugh Fraser Foundation

National Lottery Community Fund  
Pilgrim Trust  
Prince of Wales Charitable Foundation  
Quartet Community Foundation  
Robertson Trust  
St James's Place Foundation  
Swire Charitable Trust  
Veterans' Foundation  
Warburtons



## **Step Together Volunteering Ltd.**

### **Report of the trustees**

#### **For the year ended 31 May 2021**

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The charity also wishes to acknowledge and thank the individual donors who supported the charity during the financial year.

#### **Structure, governance and management**

The association was registered under the Companies Act 1985 on 24 May 1994 as a company limited by guarantee and not having a share capital. The association is registered with the Charities Commission in England & Wales and from 26 June 2009 it has also been registered with the Office of the Scottish charity Regulator. The charity is governed by the Memorandum and Articles of Association.

The charitable company passed a special resolution on 19 April 2016 changing its name to Step Together Volunteering Ltd.

The Board of Trustees is committed to meeting the new Charity Code of Governance as this will strengthen the management of STV. Work is planned for the coming financial year to achieve further compliance with the principles of the Code.

STV's Board of Trustees is currently comprised of 9 people, with a broad range of skills and professions, including legal, finance, fundraising, marketing, civil service and voluntary sectors.

The staff team is managed by a small management team based in Bristol comprising the Chief Executive and the Operations Manager. The central team also includes an Administration and Communications Office, and a Fundraising Officer. During the financial year all staff were home-based, enabling the charity to keep overhead costs to a minimum. Staff pay and benefits are reviewed annually by the Trustees.

STV is registered with the Fundraising Regulator and supports and adheres to the regulator's Code of Practice. The charity is also registered with the Information Commissioner's Office and complies with all Data Protection legislation.

#### **Risk management and delegation**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate systems and controls are in place in order to mitigate those risks and to provide reasonable assurance against fraud and error. During the year the trustees have considered the major risks and systems have been put in place to mitigate their impact.

The charity has a Scheme of Delegation in place which defines which decisions are taken by the Board of Trustees and which are delegated to staff. The Schedule looks specifically at areas of strategy, risk management, legal obligations, organisational policies and procedures, variations to agreed budget and strategic use of reserves.

#### **Public benefit**

The Board of Trustees has given due consideration to Charity Commission published guidance on the operation of the public benefit requirement and confirm that these requirements are met by the charity.

## **Step Together Volunteering Ltd.**

### **Report of the trustees**

**For the year ended 31 May 2021**

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#### **Statement of responsibilities of the trustees**

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' 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 Generally 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 charity and of the income and expenditure of the charity for that period. In preparing those 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

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

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

#### **Independent examiners**

Godfrey Wilson Limited were appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 19 October 2021 and signed on their behalf by

*Roger Donbavand*

Dr Roger Donbavand  
Chair

## **Independent examiner's report**

### **To the trustees of**

#### **Step Together Volunteering Ltd.**

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I report to the trustees on my examination of the accounts of Step Together Volunteering Ltd. (the charitable company) for the year ended 31 May 2021, which are set out on pages 12 to 28.

#### **Responsibilities and basis of report**

As the trustees of the charitable 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 Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the Company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the charitable 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 the charitable company's accounts as carried out under section 44 (1) (c) of the 2005 Act and 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the charitable 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 (ICAEW), which is one of the listed bodies.

Godfrey Wilson Limited also provides bookkeeping and payroll services to the charitable company. I confirm that as a member of the ICAEW I am subject to the FRC's Revised Ethical Standard 2016, which I have applied with respect to this engagement.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act and Regulation 4 of the 2006 Accounts Regulations; or
- (2) the accounts do not accord with those records with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; 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.



Date: 19 October 2021

**Rob Wilson FCA**

**Member of the ICAEW**

For and on behalf of:

**Godfrey Wilson Limited**

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

**Step Together Volunteering Ltd.**

**Statement of financial activities** *(incorporating an income and expenditure account)*

**For the year ended 31 May 2021**

	Note	Restricted £	Unrestricted £	2021 Total £	2020 Total £
<b>Income (and endowments) from:</b>					
Donations and legacies	3	21,064	32,135	<b>53,199</b>	54,929
Charitable activities	4	413,145	-	<b>413,145</b>	455,319
Investments		-	100	<b>100</b>	246
<b>Total income (and endowments)</b>		<b>434,209</b>	<b>32,235</b>	<b>466,444</b>	<b>510,494</b>
<b>Expenditure on:</b>					
Raising funds		35,216	13,258	<b>48,474</b>	48,408
Charitable activities		375,587	(45,328)	<b>330,259</b>	376,449
<b>Total expenditure</b>	6	<b>410,803</b>	<b>(32,070)</b>	<b>378,733</b>	<b>424,857</b>
Net gains / (losses) on investments		-	-	-	-
<b>Net income / (expenditure)</b>		<b>23,406</b>	<b>64,305</b>	<b>87,711</b>	<b>85,637</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>	7	<b>23,406</b>	<b>64,305</b>	<b>87,711</b>	<b>85,637</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		182,346	100,770	<b>283,116</b>	197,479
<b>Total funds carried forward</b>		<b>205,752</b>	<b>165,075</b>	<b>370,827</b>	<b>283,116</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 14 to the accounts.

## Step Together Volunteering Ltd.

### Balance sheet

As at 31 May 2021

	Note	£	2021 £	2020 £
<b>Fixed assets</b>				
Tangible assets	10		-	-
<b>Current assets</b>				
Debtors	11	81,465		46,211
Cash at bank and in hand		<u>297,923</u>		<u>250,120</u>
		<b>379,388</b>		296,331
<b>Liabilities</b>				
Creditors: amounts falling due within 1 year	12	<u>(8,562)</u>		<u>(13,215)</u>
<b>Net current assets / (liabilities)</b>			<u><b>370,826</b></u>	<u>283,116</u>
<b>Net assets / (liabilities)</b>	13		<u><b>370,826</b></u>	<u>283,116</u>
<b>Funds</b>	14			
Restricted funds			<b>240,917</b>	182,346
Unrestricted funds				
General funds			<u><b>129,909</b></u>	<u>100,770</u>
<b>Total charity funds</b>			<u><b>370,826</b></u>	<u>283,116</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 19 October 2021 and signed on their behalf by

*Hayley Rees*

Hayley Rees  
Treasurer

**Step Together Volunteering Ltd.****Statement of cash flows****For the year ended 31 May 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Net movement in funds</b>	<b>87,711</b>	<b>85,637</b>
Adjustments for:		
Depreciation charges	-	-
Dividends, interest and rents from investments	<b>(100)</b>	<b>(246)</b>
Loss / (profit) on the sale of fixed assets	-	-
Decrease / (increase) in debtors	<b>(35,255)</b>	<b>10,643</b>
Increase / (decrease) in creditors	<b>(4,653)</b>	<b>682</b>
<b>Net cash provided by / (used in) operating activities</b>	<b>47,703</b>	<b>96,716</b>
<b>Cash flows from investing activities:</b>		
Dividends, interest and rents from investments	<b>100</b>	<b>246</b>
Proceeds from investments	-	-
Purchase of tangible fixed assets	-	-
<b>Net cash provided by / (used in) investing activities</b>	<b>100</b>	<b>246</b>
<b>Increase / (decrease) in cash and cash equivalents in the year</b>	<b>47,803</b>	<b>96,962</b>
Cash and cash equivalents at the beginning of the year	<b>250,120</b>	<b>153,158</b>
<b>Cash and cash equivalents at the end of the year</b>	<b>297,923</b>	<b>250,120</b>

## **Step Together Volunteering Ltd.**

### **Notes to the financial statements**

**For the year ended 31 May 2021**

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#### **1. Accounting policies**

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

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Step Together Volunteering Ltd. meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **b) Going concern basis of accounting**

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

##### **c) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executors to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of provision of service is deferred until criteria for income recognition are met.

##### **d) Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.



## Step Together Volunteering Ltd.

### Notes to the financial statements

#### For the year ended 31 May 2021

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On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

#### e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

#### f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

#### g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### h) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the following basis:

	2021	2020
Raising funds	12.8%	11.4%
Charitable activities	87.2%	88.6%

#### i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Office equipment	4 years straight line
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Items of equipment are capitalised where the purchase price exceeds £1,000.

#### j) Debtors

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.

## **Step Together Volunteering Ltd.**

### **Notes to the financial statements**

**For the year ended 31 May 2021**

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**k) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**l) Creditors**

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.

**m) Financial instruments**

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

**n) Pension costs**

The employees of the charity are entitled to join a defined contribution pension scheme operated by Scottish Widows, unless they have exercised their right to opt out of scheme membership.

**o) Accounting estimates and key judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

**Depreciation**

As described in note 1(i) to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. Depreciation rates in operation during the current and prior period were as follows:

Office equipment

4 years straight line

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2021**

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**2. Prior period comparatives**

	Restricted £	Unrestricted £	2020 Total £
<b>Income from:</b>			
Donations and legacies	15,583	39,346	<b>54,929</b>
Charitable activities	455,319	-	<b>455,319</b>
Investments	-	246	<b>246</b>
<b>Total income</b>	<b>470,902</b>	<b>39,592</b>	<b>510,494</b>
<b>Expenditure on:</b>			
Raising funds	35,216	13,192	<b>48,408</b>
Charitable activities	375,587	862	<b>376,449</b>
<b>Total expenditure</b>	<b>410,803</b>	<b>14,054</b>	<b>424,857</b>
<b>Net income / (expenditure)</b>	<b>60,099</b>	<b>25,538</b>	<b>85,637</b>
Transfers between funds	-	-	-
<b>Net movement in funds</b>	<b>60,099</b>	<b>25,538</b>	<b>85,637</b>

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2021**

**3. Income from donations and legacies**

	Restricted £	Unrestricted £	2021 Total £
Job Retention Scheme	21,064	3,139	<b>24,203</b>
Small donations < £1,000	-	3,003	<b>3,003</b>
Swire Charitable Trust	-	25,000	<b>25,000</b>
Worshipful Company of Builders Merchants	-	993	<b>993</b>
	<u>21,064</u>	<u>32,135</u>	<u><b>53,199</b></u>
			<b>2020</b>
	Restricted £	Unrestricted £	Total £
Anonymous	-	700	<b>700</b>
Freddie Smith Trust	-	500	<b>500</b>
Herbert & Stefanie Straus Memorial Trust	-	5,000	<b>5,000</b>
Job Retention Scheme	15,583	2,245	<b>17,828</b>
Mageni Trust	-	750	<b>750</b>
Small donations < £1,000	-	4,901	<b>4,901</b>
Stella Symonds Charitable Trust	-	250	<b>250</b>
Swire Charitable Trust	-	25,000	<b>25,000</b>
	<u>15,583</u>	<u>39,346</u>	<u><b>54,929</b></u>

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2021**

**4. Income from charitable activities**

	Restricted £	Unrestricted £	2021 Total £	2020 Total £
29th May 1961 Charitable Trust	-	-	-	8,000
ABF Soldiers' Charity	-	-	-	20,000
Anton Jergens Charitable Trust	-	-	-	5,010
Armed Forces Covenant Fund Trust	136,771	-	<b>136,771</b>	33,250
Basil Brown Charitable Trust	-	-	-	500
BBC Children in Need	-	-	-	7,500
Bolton Community and Voluntary Services	-	-	-	9,568
Burges Salmon	-	-	-	150
Dame Violet Wills Trust	-	-	-	1,000
De Brye Charitable Trust	-	-	-	1,000
Department for Digital, Culture Media & Sport	-	-	-	48,419
Drapers Charitable Fund	15,000	-	<b>15,000</b>	-
Dulverton Trust	-	-	-	15,000
Edward Gostling Foundation	3,750	-	<b>3,750</b>	-
ESF	11,660	-	<b>11,660</b>	-
Gannochy Trust	10,000	-	<b>10,000</b>	-
Goldcrest Charitable Trust	-	-	-	5,000
Help for Heroes	20,000	-	<b>20,000</b>	80,000
Henry Smith Charity	30,000	-	<b>30,000</b>	30,000
Hollywood Trust	17,500	-	<b>17,500</b>	16,412
HM Treasury Libor Funding	-	-	-	100,000
Hugh Fraser Foundation	5,000	-	<b>5,000</b>	-
Leigh Trust	-	-	-	2,000
National Lottery Community Fund	88,040	-	<b>88,040</b>	-
Noel Buxton Trust	-	-	-	2,000
Pat Newman Memorial Trust	-	-	-	1,000
Pilgrim Trust	4,236	-	<b>4,236</b>	-
Prince of Wales Charitable Foundation	1,500	-	<b>1,500</b>	-
Quartet Community Fund	10,000	-	<b>10,000</b>	4,790
Robertson Trust	10,000	-	<b>10,000</b>	-
Society of Merchant Venturers	-	-	-	2,500
St James's Place Foundation	15,000	-	<b>15,000</b>	15,000
Van Neste Foundation	-	-	-	10,000
Veterans Foundation	25,000	-	<b>25,000</b>	25,000
Warbutons	9,688	-	<b>9,688</b>	10,000
We Love MCR Fund	-	-	-	2,220
	<b>413,145</b>	<b>-</b>	<b>413,145</b>	<b>455,319</b>

All income from charitable activities in the prior period was restricted.

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2021**

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**5. Government grants**

The charitable company receives government grants defined as funding from local authorities and government departments to fund charitable activities. The total value of such grants in the year ending 31 May 2021 was £112,243 (2020: £166,247). There are no unfulfilled conditions or contingencies attaching to these grants.

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2021**

**6. Total expenditure**

	Raising funds £	Charitable activities £	Support and governance costs £	2021 Total £
Staff costs (note 8)	33,258	198,927	89,470	<b>321,655</b>
Travel and subsistence	-	7,007	205	<b>7,212</b>
Communication and IT	59	6,555	10,173	<b>16,787</b>
Printing, postage and stationery	-	230	320	<b>550</b>
Recruitment	-	1,210	-	<b>1,210</b>
Staff training	-	1,002	383	<b>1,385</b>
Monitoring and evaluation	-	11,042	1,680	<b>12,722</b>
Rent and rates	-	-	3,026	<b>3,026</b>
Insurance	-	541	2,396	<b>2,937</b>
Audit and accountancy	-	-	5,525	<b>5,525</b>
Professional fees	-	216	2,941	<b>3,157</b>
Subscriptions	50	284	535	<b>869</b>
PR & Marketing	-	-	800	<b>800</b>
Bank charges	-	-	90	<b>90</b>
Miscellaneous costs	-	317	491	<b>808</b>
<b>Sub-total</b>	<b>33,367</b>	<b>227,331</b>	<b>118,035</b>	<b>378,733</b>
Allocation of support and governance costs	15,107	102,928	(118,035)	-
<b>Total expenditure</b>	<b>48,474</b>	<b>330,259</b>	<b>-</b>	<b>378,733</b>

Total governance costs were £5,056 (2020: £5,164).

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2021**

**6. Total expenditure**

	Raising funds £	Charitable activities £	Support and governance costs £	2020 Total £
Staff costs (note 8)	34,029	235,728	83,441	<b>353,198</b>
Travel and subsistence	375	21,291	1,591	<b>23,257</b>
Communication and IT	63	6,898	8,231	<b>15,192</b>
Printing, postage and stationery	42	306	294	<b>642</b>
Recruitment	420	500	75	<b>995</b>
Staff training	152	1,219	115	<b>1,486</b>
Monitoring and evaluation	-	4,750	-	<b>4,750</b>
Rent and rates	-	-	10,296	<b>10,296</b>
Insurance	-	2,513	2,079	<b>4,592</b>
Audit and accountancy	-	-	5,164	<b>5,164</b>
Professional fees	134	-	3,323	<b>3,457</b>
Subscriptions	-	244	980	<b>1,224</b>
PR & Marketing	-	-	-	<b>-</b>
Bank charges	-	-	66	<b>66</b>
Miscellaneous costs	-	401	137	<b>538</b>
<b>Sub-total</b>	<b>35,215</b>	<b>273,850</b>	<b>115,792</b>	<b>424,857</b>
Allocation of support and governance costs	<b>13,193</b>	<b>102,599</b>	<b>(115,792)</b>	<b>-</b>
<b>Total expenditure</b>	<b>48,408</b>	<b>376,449</b>	<b>-</b>	<b>424,857</b>



## Step Together Volunteering Ltd.

### Notes to the financial statements

#### For the year ended 31 May 2021

#### 7. Net movement in funds

This is stated after charging:

	2021 £	2020 £
Operating lease payments	790	9,480
Trustees' remuneration	-	-
Trustees' reimbursed expenses	-	44
Independent examiners' remuneration		
▪ Independent examination (including VAT)	1,920	-
▪ Other services	3,136	-
Auditors' remuneration:		
▪ Statutory audit (including VAT)	-	2,460
▪ Other services	-	2,704

#### 8. Staff costs and numbers

Staff costs were as follows:

	2021 £	2020 £
Salaries and wages	291,923	311,866
Social security costs	17,602	27,056
Pension costs	12,130	14,276
	<u>321,655</u>	<u>353,198</u>

No employee earned more than £60,000 during the year (2020: nil).

The key management personnel of the charitable company comprise the Trustees and Chief Executive Officer. The total employee benefits of the key management personnel were £62,139 (2020: £57,819).

	2021 No.	2020 No.
Average head count	<u>13</u>	<u>14</u>

#### 9. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2021**

**10. Tangible fixed assets**

	Office £
<b>Cost</b>	
At 1 June 2020	8,103
Additions in year	-
Disposals	-
	<u>8,103</u>
At 31 May 2021	<u>8,103</u>
<b>Depreciation</b>	
At 1 June 2020	8,103
Charge for the year	-
On disposals	-
	<u>8,103</u>
At 31 May 2021	<u>8,103</u>
<b>Net book value</b>	
<b>At 31 May 2021</b>	<u>-</u>
At 31 May 2020	<u>-</u>

**11. Debtors**

	2021 £	2020 £
Trade debtors	65,000	30,000
Prepayments	4,571	3,760
Accrued income	6,802	9,608
Other debtors	5,092	2,843
	<u>81,465</u>	<u>46,211</u>

**12. Creditors : amounts due within 1 year**

	2021 £	2020 £
Trade creditors	198	309
Accruals	2,160	2,460
PAYE and national insurance	3,750	6,431
Pension liability	2,454	4,015
	<u>8,562</u>	<u>13,215</u>

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2021**

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**13. Analysis of net assets between funds**

	Restricted funds £	Unrestricted funds £	Total funds £
Current assets	240,917	138,471	<b>379,388</b>
Current liabilities	-	(8,562)	<b>(8,562)</b>
<b>Net assets at 31 May 2021</b>	<b>240,917</b>	<b>129,909</b>	<b>370,826</b>

**Prior period comparatives**

	Restricted funds £	Unrestricted funds £	Total funds £
Current assets	192,792	103,539	<b>296,331</b>
Current liabilities	(10,446)	(2,769)	<b>(13,215)</b>
<b>Net assets at 31 May 2020</b>	<b>182,346</b>	<b>100,770</b>	<b>283,116</b>

**Step Together Volunteering Ltd.****Notes to the financial statements****For the year ended 31 May 2021****14. Movements in funds**

	At 1 June 2020 £	Income £	Expenditure £	Transfers between £	At 31 May 2021 £
<b>Restricted funds</b>					
Supporting young people	24,289	152,705	(132,690)	-	<b>44,304</b>
Rehabilitation of ex offenders	15,221	67,486	(60,058)	-	<b>22,649</b>
Wounded, injured and sick service personnel and veterans	<u>142,836</u>	<u>186,030</u>	<u>(154,902)</u>	<u>-</u>	<u><b>173,964</b></u>
<b>Total restricted funds</b>	<u>182,346</u>	<u>406,221</u>	<u>(347,650)</u>	<u>-</u>	<u><b>240,917</b></u>
<b>Unrestricted funds</b>					
General funds	<u>100,770</u>	<u>60,223</u>	<u>(31,084)</u>	<u>-</u>	<u><b>129,909</b></u>
<b>Total unrestricted funds</b>	<u>100,770</u>	<u>60,223</u>	<u>(31,084)</u>	<u>-</u>	<u><b>129,909</b></u>
<b>Total funds</b>	<u><u>283,116</u></u>	<u><u>466,444</u></u>	<u><u>(378,734)</u></u>	<u><u>-</u></u>	<u><u><b>370,826</b></u></u>

**Purposes of restricted funds****Supporting young people**

To provide support to young people with complex needs in Bristol, Greater Manchester and Dumfries & Galloway, to move their lives forward through engagement in community volunteering placements which meet their personal needs and challenges.

**Rehabilitation of ex offenders**

The programme supported ex offenders in the Greater Manchester area in the financial year.

**Wounded, injured and sick service personnel and veterans**

To provide support to wounded, injured and sick service personnel and veterans across England and Scotland to engage in community volunteering placements which will support their recovery process and transition to civilian life.

**Step Together Volunteering Ltd.**

**Notes to the financial statements**

**For the year ended 31 May 2021**

**14. Movements in funds (continued)**

**Prior period comparatives**

	At 1 June 2019 £	Income £	Expenditure £	Transfers between £	At 31 May 2020 £
<b>Restricted funds</b>					
Supporting young people	21,818	143,465	(140,994)	-	<b>24,289</b>
Rehabilitation of ex-offenders	11,641	61,015	(57,435)	-	<b>15,221</b>
Wounded, injured and sick service personnel and veterans	88,788	266,422	(212,374)	-	<b>142,836</b>
<b>Total restricted funds</b>	<b>122,247</b>	<b>470,902</b>	<b>(410,803)</b>	<b>-</b>	<b>182,346</b>
<b>Unrestricted funds</b>					
General funds	75,232	39,592	(14,054)	-	<b>100,770</b>
<b>Total unrestricted funds</b>	<b>75,232</b>	<b>39,592</b>	<b>(14,054)</b>	<b>-</b>	<b>100,770</b>
<b>Total funds</b>	<b>197,479</b>	<b>510,494</b>	<b>(424,857)</b>	<b>-</b>	<b>283,116</b>

**15. Operating lease commitments**

The charity had operating leases at the year end with total future minimum lease payments as follows:

	<b>2021</b> £	2020 £
Amount falling due:		
Within 1 year	-	790
Within 1 - 5 years	-	-
	<b>-</b>	<b>790</b>

**16. Related party transactions**

There were no related party transactions in the current or prior reporting period.