

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

Step Together Volunteering Ltd.

**Report and Unaudited Financial
Statements**

31 May 2022

Step Together Volunteering Ltd.

Reference and administrative details

For the year ended 31 May 2022

Company number	02932195
Charity number	1038253 (England & Wales) SC040616 (Scotland)
Registered office	29 Great George Street Bristol BS1 5QT
President	Sir David Manning GCMG, KCVO
Lifetime president	Roger Potter MBE appointed 5 May 2022
Patrons	Dame Julia Cleverdon DCVO, CBE – resigned 1 March 2022 Damon de Laszlo DL – resigned 1 March 2022 Captain Michael Fulford-Dobson CVO, KStJ, JP, RN – resigned 1 March 2022
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Ralph Arundell appointed 1 February 2022 Maurice Clarke Dr Roger Donbavand Chairman Liza Durkin Matthew Fellows appointed 5 May 2022, resigned 7 November 2022 Dr Robin Garnett OBE resigned 3 November 2021 Julia Killick CBE Caroline Marsh Deborah Poole Roger Potter MBE Founder, resigned 5 May 2022 Hayley Rees resigned 3 November 2021 Scharmarie Van Der Vyver appointed 3 November 2021
Chief executive officer	Anna-Clare Temple
Bankers	CAF Bank Ltd Kings Hill West Malling ME19 4TA
Independent examiners	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 2022

The trustees present their report and the financial statements for the year ended 31 May 2022.

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 (effective January 2019).

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 one-to-one 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 2021-2022 financial year, the charity ran three main programmes working with: people with criminal convictions, young people facing multiple disadvantage, and veterans & service personnel on recovery duty (PRD).

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 face multiple disadvantage and are excluded from society in some way, to engage in community volunteering. We work at the 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 one-to-one support to clients currently based in Scotland, Cumbria, Greater Manchester, East of England, Wiltshire and Bristol. Our Volunteer Project Managers are supported by project staff, who enable us to reach more people and enhance our support offer.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2022

Achievements and performance

The Charity's financial year saw the organisation, and the sector, emerge from the restrictions of the Coronavirus pandemic. The impact on the voluntary sector, and the people it supports, has been significant: services have reduced availability, have changed delivery models with a move to digital/online provision, or closed completely. We have seen an increase in complexity of need amongst the people we support, particularly relating to mental wellbeing. With increasing pressure on statutory support for mental health, and lengthy waiting lists, our frontline team have found themselves supporting people with serious mental health needs. In early 2022 all staff received Mental Health First Aid training to support their knowledge and skills in this area, and also to ensure staff know how and when to signpost people to specialist support.

No longer restricted by lockdowns, the charity resumed face-to-face support with clients. It has taken time to build up caseloads again and re-establish referral pathways. Some elements of online delivery have been maintained: our For My Future course has been run both online and in person during the period. However, participants have fed back their strong preference for in-person delivery of this course and we plan to reduce online delivery going forward.

The strategic priorities set for the year were:

- To develop a new strategic plan for the organisation;
- To revise the charity's objects and review Trustee tenure, to ensure the charity complies with the Charity Code of Governance; and
- To focus on the staff team and their wellbeing following the challenges of the pandemic.

A new strategy for 2022-25 was presented to the Board of Trustees in October 2021 which focused on: raising our profile and presence in Bristol & Manchester, growing our impact throughout our programmes to reach more people, and building a sustainable organisation with a focus on financial stability.

Key to the achievement of these objectives is our ability to collect reliable data and use it to demonstrate the charity's effectiveness and the value we deliver. Our new case management system and the introduction of a new impact measurement tool (see below) is ensuring that we have robust data that shows our value.

The charity is using more volunteers in its work, to enable us to reach more people and/or run more sessions. Most of these volunteers are people with lived experience, who share their journey with the people we support and act as positive role models. They have been involved in supporting sessions at our allotment project for young people in Bristol, training to become peer mentors as part of our Peer Support Project for women who have experience of the criminal justice system in Greater Manchester, and have acted as Ambassadors, carrying out presentations to key stakeholders, such as the Department of Work and Pensions, in Manchester.

The charity has looked at its objects and Articles of Association. Changes are being made to ensure the charity complies with the Charity Code of Governance.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2022

After almost two years of not being able to come together, it was great to meet as a staff team in November 2021. We were joined by nearly all the Charity's trustees and our patron, David Manning. Staff heard about what the charity had achieved during the year, despite the challenges of the pandemic, and learned about plans going forward. There was also a focus on staff wellbeing after a challenging year, emphasising the need for staff to take care of their own wellbeing to be effective in their roles. It was a thought-provoking few days, which allowed new members of the team to get to know their colleagues and our Board members.

Throughout the year the charity's central team (CEO, Operations Manager, Fundraiser and Administration & Communications Officer) continued to work from home, meeting face-to-face regularly. Towards the end of the period the search for a suitable office base in Bristol began, and the charity moved into its new office in central Bristol in September 2022.

During the year the charity was recognised by the Defence Employers Recognition Scheme with a Silver Award. This award was given to Step Together Volunteering in recognition of our support for the Armed Forces Community, not only in supporting veterans and personnel on recovery duty who may be facing challenges, but also in employing former members of the Armed Forces and other members of the Armed Forces Community in our staff team, including one member who is an active Reservist and was mobilised during the pandemic.

Fundraising

The charity carried forward a significant amount of funding from the previous financial year, meaning much of the funding needed was already secured. A total of £370,826 was carried forward, of which £240,917 was restricted. Together with funding committed from funders the charity began the 2021-22 financial year with over 80% of its expenditure secured. This was helpful as many funding streams were still affected by the pandemic, and funders were also responding to specific needs highlighted by Covid-19.

During the year the charity was successful in securing funding from the Department of Work and Pension's Flexible Support Fund, to support our work with young people and people with experience of the criminal justice system in Greater Manchester. This has allowed us to develop a good working partnership with Job Centres in Greater Manchester, who continue to refer people to our projects. Additionally, we secured further funding from ESF to run our For My Future course for people with criminal convictions in Manchester. We also secured repeat funding from ABF The Soldiers' Charity, the Veterans Foundation, and the Armed Forces Covenant Fund Trust for our work with veterans and service personnel on recovery duty. We were delighted to be successful in securing funding from Bristol City Council's Bristol Impact Fund supporting our work with young people aged 16-25 in the city over a 4-year period. Our work with young people in Dumfries & Galloway continued to be supported by The Gannochy Trust, The Holywood Trust, The Hugh Fraser Foundation, and The Robertson Trust.

Case management system

In August 2021 we moved to our new case management system, Charity Log. Data was migrated from our old system and all staff received training on the new system. The new system has been well received by all staff, and we are already beginning to get improved data to support our fundraising and reporting work. Whilst the initial year required some investment, subsequent years will cost less than the previous case management system and over three years the charity will have made a significant saving. The new system is entirely customisable, and the central staff team are able to make changes and additions to support our data collection.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2022

At the same time, we brought in the Pathway Star as a measurement tool. The Pathway Star is one of the Outcomes Stars designed by Triangle Consulting, a mission-led organisation that exists to help people reach their highest potential and live meaningful and fulfilling lives, often in the context of social disadvantage, trauma, disability or illness. They do this by creating powerful tools to unlock the potential of both individuals and the organisations supporting them. These tools are targeted towards organisations that support people over an extended period of time, and the Pathway Star is designed for organisations that are supporting people overcoming barriers to work. Using a tool widely recognised in the sector improves our credibility with funders and provides better impact data to demonstrate the effectiveness of our work. The Pathway Star is integrated with our case management system, meaning that all data is held in one place. The tool asks people to assess where they are in 8 key areas: confidence & aspirations, family & relationships, friends & connections, emotional wellbeing, healthy lifestyle, stability at home, skills, and money. Initial baseline assessments are carried out shortly after referral, with subsequent assessments taking place every 8-12 weeks.

University of Bristol – student placements

During the year we continued our partnership with the University of Bristol, and two second year students undertook an evaluation of our For My Future course. They looked at the course structure and content and consulted with participants to understand what they thought of the course and how it had helped them. They were asked to score how positively the course had influenced their self-esteem, communication skills, ambition and sense of responsibility, with 1 being little/no influence and 10 being heavy influence. All respondents gave a score of at least 8/10 across all of these areas. Specifically, 40% said the course had a heavy influence (10/10) on their self-esteem and ambition. 80% gave a score of 9/10 for improvement in communication skills.

This external evaluation has shown the value of the course for participants and wider society (only 5% of participants have knowingly re-offended) and provides an objective assessment of the impact of our work that can be used to support fundraising and reporting activities.

i3Works – charity partnership

During the year, we were approached by i3works, a consultancy organisation specialising in digital services. They offered to provide us with some pro bono support for a digital project. Working with their consultants, we looked at how we could improve feedback mechanisms, particularly in getting feedback from clients. We looked at maximising the potential of our new case management system to contact multiple clients easily, and the best methods for receiving, collating and analysing the data we got back. The project has been helpful in supporting the charity to establish a regular, quarterly feedback exercises which are efficient to manage and analyse. The data is used internally for quality control purposes, and to support our fundraising and reporting activities.

Financial review

Income for the year was £366,756 which, with the income carried forward from the previous year, was slightly higher than the £450,000 budgeted. Expenditure for the year was £403,421 which was lower than the £465,192 budgeted. This was due to the central costs being lower as the charity did not have a Fundraising Officer for 6 months, and project costs being lower due to the ongoing impact of the pandemic.

Funds carried forward to the 2022-23 financial year amounted to £334,161 of which £183,345 were restricted. The unrestricted reserves at the end of the financial year stood at £150,816.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2022

The charity has secured a number of grants into the 2022-23 financial year, totalling £112,125, with around 26% of the charity's budgeted expenditure already secured. The charity retains a heavy focus on fundraising to provide stability and certainty going forward. We have plans to diversify our income streams with a major donor fundraising project getting underway. In addition to this, we continue to prioritise applications for multi-year funding where possible, as well as identifying opportunities for unrestricted/core funding which provide greater flexibility.

Reserves policy

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 £108,000.

Total funds held at 31 May 2022 were £334, 161 of which £150, 816 were unrestricted.

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 2021 to May 2022. 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:

ABF The Soldiers Charity	Hollywood Trust
Alpkit	Hugh Fraser Foundation
Armed Forces Covenant Fund Trust	National Lottery Community Fund
Bristol City Council	Pilgrim Trust
Charles Hayward Foundation	Prince of Wales Charitable Trust
Cumbria Community Foundation	Robertson Trust
Cumbria County Council	Rotary Club
Department for Work & Pensions	St James's Place Foundation
Drapers Charitable Foundation	Swire Charitable Trust
Edward Gostling Foundation	Veterans' Foundation
ESF	Worshipful Company of Builders Merchants
Gannochy Trust	

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.

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2022

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 8 people, with a broad range of skills and professions, including legal, finance, fundraising, marketing, social services, justice, 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 Officer, 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.

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).

Step Together Volunteering Ltd.

Report of the trustees

For the year ended 31 May 2022

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 and signed on their behalf on 17 January 2023 by

Roger Donbavand

Dr Roger Donbavand
Chair

Independent examiner's report

To the trustees of

Step Together Volunteering Ltd.

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 2022, which are set out on pages 11 to 25.

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:

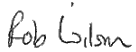
- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act and Regulation 4 of the 2006 Accounts Regulations; or
- (2) the accounts do not accord with those records with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland)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

Independent examiner's report

To the trustees of

Step Together Volunteering Ltd.

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: 17 January 2023

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 2022

	Note	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Income (and endowments) from:					
Donations and legacies	3	1,770	29,901	31,671	53,199
Charitable activities	4	335,051	-	335,051	413,145
Investments		-	34	34	100
Total income (and endowments)		<u>336,821</u>	<u>29,935</u>	<u>366,756</u>	<u>466,444</u>
Expenditure on:					
Raising funds		14,732	-	14,732	48,474
Charitable activities		<u>388,689</u>	-	<u>388,689</u>	<u>330,259</u>
Total expenditure	6	<u>403,421</u>	-	<u>403,421</u>	<u>378,733</u>
Net gains / (losses) on investments		-	-	-	-
Net income / (expenditure)		(66,600)	29,935	(36,665)	87,711 Transfers
between funds		<u>9,028</u>	<u>(9,028)</u>	-	-
Net movement in funds	7	(57,572)	20,907	(36,665)	87,711
Reconciliation of funds:					
Total funds brought forward		<u>240,917</u>	<u>129,909</u>	<u>370,826</u>	<u>283,116</u>
Total funds carried forward		<u><u>183,345</u></u>	<u><u>150,816</u></u>	<u><u>334,161</u></u>	<u><u>370,827</u></u>

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 2022

	Note	£	2022 £	2021 £
Fixed assets				
Tangible assets	10		-	-
Current assets				
Debtors	11	34,708		81,465
Cash at bank and in hand		<u>310,304</u>		<u>297,923</u>
		345,012		379,388
Liabilities				
Creditors: amounts falling due within 1 year	12	<u>(10,851)</u>		<u>(8,562)</u>
Net current assets / (liabilities)			<u>334,161</u>	<u>370,826</u>
Net assets / (liabilities)	13		<u>334,161</u>	<u>370,826</u>
Funds	14			
Restricted funds			183,345	240,917
Unrestricted funds				
General funds			<u>150,816</u>	<u>129,909</u>
Total charity funds			<u>334,161</u>	<u>370,826</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 17 January 2023 and signed on their behalf by



Scharmarie Van Der Vyver
Treasurer

Step Together Volunteering Ltd.

Statement of cash flows

For the year ended 31 May 2022

	2022	2021
	£	£
Net movement in funds	(36,665)	87,711
Adjustments for:		
Depreciation charges	-	-
Dividends, interest and rents from investments	(34)	(100)
Loss / (profit) on the sale of fixed assets	-	-
Decrease / (increase) in debtors	46,757	(35,255)
Increase / (decrease) in creditors	<u>2,289</u>	<u>(4,653)</u>
Net cash provided by / (used in) operating activities	<u>12,347</u>	<u>47,703</u>
Cash flows from investing activities:		
Dividends, interest and rents from investments	34	100
Proceeds from investments	-	-
Purchase of tangible fixed assets	<u>-</u>	<u>-</u>
Net cash provided by / (used in) investing activities	<u>34</u>	<u>100</u>
Increase / (decrease) in cash and cash equivalents in the year	12,381	47,803
Cash and cash equivalents at the beginning of the year	<u>297,923</u>	<u>250,120</u>
Cash and cash equivalents at the end of the year	<u><u>310,304</u></u>	<u><u>297,923</u></u>

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2022

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 2019) - (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 2022

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:

	2022	2021
Raising funds	3.7%	12.8%
Charitable activities	96.3%	87.2%

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
------------------	-----------------------

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 2022

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
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Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2022

2. Prior period comparatives

	Restricted £	Unrestricted £	2021 Total £
Income from:			
Donations and legacies	21,064	32,135	53,199
Charitable activities	413,145	-	413,145
Investments	-	100	100
Total income	434,209	32,235	466,444
Expenditure on:			
Raising funds	35,216	13,258	48,474
Charitable activities	375,587	(45,328)	330,259
Total expenditure	410,803	(32,070)	378,733
Net income / (expenditure)	23,406	64,305	87,711
Transfers between funds	-	-	-
Net movement in funds	23,406	64,305	87,711

3. Income from donations and legacies

	Restricted £	Unrestricted £	2022 Total £
Job Retention Scheme	1,170	-	1,170
Small donations < £1,000	600	4,901	5,501
Swire Charitable Trust	-	25,000	25,000
	1,770	29,901	31,671
	Restricted £	Unrestricted £	2021 Total £
Job Retention Scheme	21,064	3,139	24,203
Small donations < £1,000	-	3,003	3,003
Swire Charitable Trust	-	25,000	25,000
Worshipful Company of Builders Merchants	-	993	993
	21,064	32,135	53,199

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2022

4. Income from charitable activities

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
ABF The Soldiers Charity	30,000	-	30,000	-
Access to Work	894	-	894	-
Alpkit	300	-	300	-
Armed Forces Covenant Fund Trust	93,472	-	93,472	136,771
Bristol City Council	14,043	-	14,043	-
Charles Hayward Foundation	7,000	-	7,000	-
Cumbria Community Foundation	10,000	-	10,000	-
Cumbria County Council	3,000	-	3,000	-
Department for Work & Pensions	61,820	-	61,820	-
Drapers Charitable Fund	-	-	-	15,000
Edward Gostling Foundation	-	-	-	3,750
ESF	27,125	-	27,125	11,660
Gannochy Trust	10,000	-	10,000	10,000
Help for Heroes	-	-	-	20,000
Henry Smith Charity	-	-	-	30,000
Hollywood Trust	8,750	-	8,750	17,500
Hugh Fraser Foundation	5,000	-	5,000	5,000
National Lottery Community Fund	-	-	-	88,040
Nisbet Trust	10,000	-	10,000	-
Pilgrim Trust	18,647	-	18,647	4,236
Prince of Wales Charitable Trust	-	-	-	1,500
Quartet Community Fund	-	-	-	10,000
Robertson Trust	10,000	-	10,000	10,000
St James's Place Foundation	-	-	-	15,000
Veterans' Foundation	25,000	-	25,000	25,000
Warbutons	-	-	-	9,688
	<u>335,051</u>	<u>-</u>	<u>335,051</u>	<u>413,145</u>

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

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 2022 was £80,033 (2021: £112,243). 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 2022

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2022 Total £
Staff costs (note 8)	10,035	225,898	91,245	327,178
Travel and subsistence	28	16,977	2,987	19,992
Communication and IT	261	10,408	7,366	18,035
Printing, postage and stationery	98	1,454	140	1,692
Recruitment	-	175	-	175
Staff training	24	7,290	533	7,847
Monitoring and evaluation	-	6,609	-	6,609
Rent and rates	-	-	1,133	1,133
Insurance	-	1,008	2,295	3,303
Audit and accountancy	-	-	6,860	6,860
Professional fees	-	5,812	1,849	7,661
Subscriptions	50	410	840	1,300
PR & Marketing	-	75	-	75
Bank charges	-	-	96	96
Miscellaneous costs	-	790	675	1,465
Sub-total	10,496	276,906	116,019	403,421
Allocation of support and governance costs	4,236	111,783	(116,019)	-
Total expenditure	14,732	388,689	-	403,421

Total governance costs were £6,303 (2021: £5,056).

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2022

6. Total expenditure

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

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2022

7. Net movement in funds

This is stated after charging:

	2022 £	2021 £
Operating lease payments	-	790
Trustees' remuneration	-	-
Trustees' reimbursed expenses	148	-
Independent examiners' remuneration		
▪ Independent examination (including VAT)	2,100	1,920
▪ Other services	4,203	3,136
	<u>4,203</u>	<u>3,136</u>

8. Staff costs and numbers

Staff costs were as follows:

	2022 £	2021 £
Salaries and wages	294,452	291,923
Social security costs	20,515	17,602
Pension costs	12,211	12,130
	<u>327,178</u>	<u>321,655</u>

No employee earned more than £60,000 during the year (2021: 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 £56,833 (2021: £62,139).

	2022 No.	2021 No.
Average head count	<u>15</u>	<u>13</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 2022

10. Tangible fixed assets

	Office £
Cost	
At 1 June 2021	8,103
Additions in year	-
Disposals	-
	<u> </u>
At 31 May 2022	<u>8,103</u>
Depreciation	
At 1 June 2021	8,103
Charge for the year	-
On disposals	-
	<u> </u>
At 31 May 2022	<u>8,103</u>
Net book value	
At 31 May 2022	<u> </u> <u> </u> -
At 31 May 2021	<u> </u> <u> </u> -

11. Debtors

	2022 £	2021 £
Trade debtors	-	65,000
Prepayments	864	4,571
Accrued income	33,844	6,802
Other debtors	<u> </u> -	<u> </u> 5,092
	<u>34,708</u>	<u>81,465</u>

12. Creditors : amounts due within 1 year

	2022 £	2021 £
Trade creditors	699	198
Accruals	3,120	2,160
PAYE and national insurance	4,885	3,750
Pension liability	2,128	2,454
Other creditors	<u> </u> 19	<u> </u> -
	<u>10,851</u>	<u>8,562</u>

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2022

13. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds £
Current assets	183,345	161,667	345,012
Current liabilities	<u>-</u>	<u>(10,851)</u>	<u>(10,851)</u>
Net assets at 31 May 2022	<u>183,345</u>	<u>150,816</u>	<u>334,161</u>

Prior period comparatives

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

Step Together Volunteering Ltd.

Notes to the financial statements

For the year ended 31 May 2022

14. Movements in funds

	At 1 June 2021 £	Income £	Expenditure £	Transfers between £	At 31 May 2022 £
Restricted funds					
Supporting young people	44,304	90,173	(143,505)	9,028	-
Rehabilitation of ex-offenders	22,649	83,683	(89,287)	-	17,045
Wounded, injured and sick service personnel and veterans	- 173,964	162,965	(170,629)	-	166,300
Total restricted funds	<u>240,917</u>	<u>336,821</u>	<u>(403,421)</u>	<u>9,028</u>	<u>183,345</u>
Unrestricted funds					
General funds	129,909	29,935	-	(9,028)	150,816
Total unrestricted funds	<u>129,909</u>	<u>29,935</u>	<u>-</u>	<u>(9,028)</u>	<u>150,816</u>
Total funds	<u>370,826</u>	<u>366,756</u>	<u>(403,421)</u>	<u>-</u>	<u>334,161</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

To provide support to people whose criminal convictions are preventing them from moving forwards with their lives and building a future away from the criminal justice system.

Veterans and Personnel on Recovery Duty (PRD)

To provide support to veterans and PRD across England, 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 2022

14. Movements in funds (continued)

Prior period comparatives

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

15. Operating lease commitments

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

	2022 £	2021 £
Amount falling due:		
Within 1 year	-	-
Within 1 - 5 years	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>-</u></u>

16. Related party transactions

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