

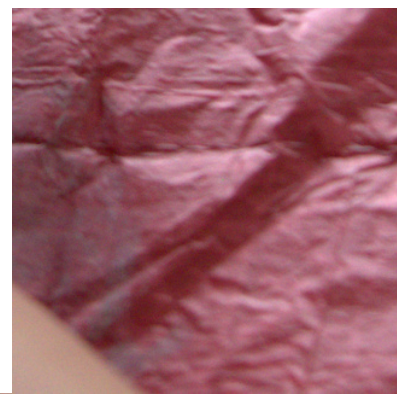
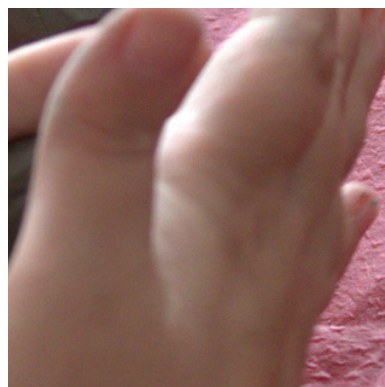
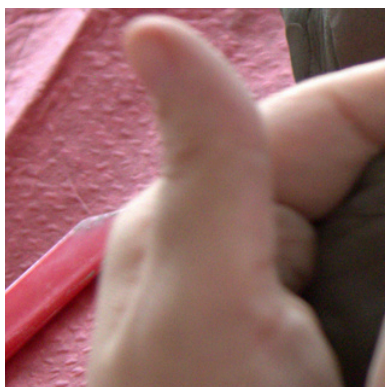


ANNUAL REPORT

FOR THE YEAR ENDED 31 MAY 2024

STEP TOGETHER VOLUNTEERING LIMITED

REGISTERED COMPANY 02932195
REGISTERED CHARITY 1038253



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 the people we help. 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.

Progression is our mission

Togetherness is our ethos

Empowerment through volunteering is our goal

We work 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 coaching, taking a strengths-based approach, to support individuals to recognise their strengths, identify their goals, overcome any obstacles, and achieve their potential.

We have a core belief that volunteering makes a difference to everyone's lives.

Importantly, we do not place a time limit on our support; we understand that working with people who have complex needs demands time and patience. On average we support people for 10 months.

The charity's objects, 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 to engage in community action or 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 key step to developing confidence, skills and community connections that, together, help build resilience.

The Trustees present their report and the financial statement for the year ended 31 May 2024. Reference and administrative information included 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).

REFERENCE & ADMINISTRATIVE INFORMATION

For the year ended 31 May 2024

Company Number	02932195
Charity Number	1038253 (England & Wales) SC040616 (Scotland)
Registered office	29 Great George Street Bristol BS1 5QT
Lifetime President President	Roger Potter MBE Sir David Manning, GCMG, KCVO
Trustees (Directors)	Roger Donbavand (Chair) Jamie Shearer (Deputy Chair) Scharmarie van der Vyver (Treasurer) Caroline Marsh Deborah Poole Liza Durkin Maurice Clarke Ralph Arundell Elizabeth Shanahan Holly Meacham Mary Mawhinney
	resigned 7 May 2024 appointed 5 December 2023 appointed 5 December 2023 appointed 20 February 2024
Chief Executive Officer	Anna-Clare Temple
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling ME19 4TA
Independent Examiner	Josh Kingston BSc ACA Burton Sweet Limited The Clock Tower 5 Farleigh Court Old Weston Road Flax Bourton Bristol BS48 1UR

2023-2024

Over the 2023-2024 financial year, the charity ran three main programmes working with:

- Young people aged 15-25 facing multiple disadvantage in Bristol and Dumfries & Galloway.
- People with criminal convictions in Greater Manchester
- Veterans, serving Personnel on Recovery Duty (PRD) and members of the Armed Forces Community in the north, east and south of England.

The charity's programmes are delivered by a team of outreach workers, our Project Managers, who provide one-to-one support to the people we work with. Our frontline team is supported by our central team comprising the Chief Executive, Operations Manager, Business Manager and Administration & Communications Officer.

During the year the charity focused on following priorities:

- improving our fundraising performance to bring greater financial stability and security to the charity.
- Continuing to raise the charity's profile in Bristol.
- Building a strong team.
- Developing our work in Bristol for young people in contact with the criminal justice system.

Improving our fundraising performance

Addressing fundraising performance was a top priority for the year, and a restructure of the Central Team was carried out in early 2023 with the Operations Manager and CEO taking on this key activity. As a result we have seen a significant increase in the income secured, particularly from charitable trusts and grant-making organisations. Funding from this source continues to provide most of the charity's income. As well as securing funds from existing supporters, the charity was delighted to secure funds from new funders, diversifying our income streams and reducing the risk that we rely on a small number of key funders. Additionally, during the year we successfully secured several multi-year funding agreements, providing further stability to our programmes. We were pleased to secure funding from the Armed Forces Covenant Fund Trust to run a project specifically targeting women with experience of recovery duty in the Armed Forces, particularly those women who have or are facing medical discharge. This funding will allow us to provide gender-specific help, and peer support, to women who often feel isolated and lonely. We were also delighted to be involved in a partnership that was successful in securing a contract with Avon & Somerset Police to deliver a Deferred Prosecution Service to young people aged 18-24 years across the force area.

Raising our profile in Bristol

Building on the work carried out in 2022-23, the charity continued to work to raise our profile, especially in Bristol. We were fortunate to receive some pro bono support from Pinch Point Communications, a Bristol-based communications agency, to help us develop this strand of work. During the year we focused on the following activities to help raise our profile:

- Improving our presence on social media by increasing the number of posts, varying the content, and increasing the use of images, photos and videos to create engaging content.
- Attending a wide variety of networking events, both within the voluntary sector and more widely.
- Reaching out to local businesses that could have the potential to support the charity.
- Further developing our “donor deck” to use as a tool to reach out to potential supporters.
- Preparing for our 30th anniversary, which the charity will celebrate through a range of special events in 2024.

During the year we also invited a group of students from the University of Bristol to carry out a consultancy project, assessing how we use social media and steps we can take to improve this. The group provided a comprehensive report which showed that, whilst the number of followers the charity has across the various platforms is quite small, those followers are engaging regularly with the content we share. Our posts outperform the average for each platform and get reasonable traction. We have implemented some of the recommendations in the report already, and will continue to develop our in-house capability in this area.

Building a strong team

The 2023-24 financial year saw several new team members join the charity, and significant resources were invested in ensuring that new staff received thorough inductions and felt welcomed to the organisation. With so many staff working remotely across the country this can present a challenge, but the charity makes good use of technology to ensure that staff feel included and supported. Regular contact with line managers helps staff with any queries they have, and all-staff meetings and Reflective Practice sessions help staff connect with and support one another. Training continues to be prioritised, with new staff all receiving comprehensive training as part of their induction, and all staff attended Professional Boundaries training to further support best practice in working with our clients.

Whilst we were sad to say goodbye to some wonderful team members, the charity continues to be able to attract staff who are experienced, talented and, above all, committed to our values and the way we work with our clients. We were delighted to welcome a new Project Manager for our Armed Forces Community Project in the north of England, and we also welcomed two new Project Managers to the team supporting Young People in Bristol, meaning we now have three Project Managers covering the

city as well as our Get Growing allotment project in Bristol.

There was also a change with a new Project Manager for our work supporting Young People in Dumfries & Galloway, which has brought a fresh perspective to this project.

Finally, at the end of the financial year, thanks to funding secured to support Young People in contact with the justice system in Avon & Somerset, we brought on board two new team members to deliver this work, bringing the number of frontline staff in the Bristol area to five, the largest it has been.

Developing our Bristol criminal justice system work

As mentioned above, Step Together Volunteering is in a partnership (led by Rise Mutual CIC and including The Nelson Trust) that was successful in securing a contract with Avon & Somerset Police to provide a Deferred Prosecution Service to 18-24 year olds across the force area. Given our experience in supporting those facing multiple disadvantage, our role in the partnership is to work with those young people who need “enhanced support”. This four-year contract has allowed us to establish a fully-fledged project in the justice sector in Bristol, and delivering in partnership with other organisations provides opportunities to share learning and best practice. As well as providing targeted one-to-one support, we are also delivering our For My Future course to young people to support them to build a life away from the justice system.

Preparing for our 30th Anniversary

The charity was established in May 1994, and 2024 will mark the charity’s 30th anniversary. We are marking the occasion in several different ways:

- In December 2023, we filmed an interview with the charity’s founder and Lifetime President, Roger Potter MBE, to capture the inspiration for setting up Step Together Volunteering and his legacy.
- In April 2024, the charity’s CEO ran the London Marathon, raising funds in support of the charity.
- In May 2024, six runners from our staff and trustees took on either the Bristol 10k or the Bristol Half Marathon, raising much-needed funds for our work and awareness of the charity.
- We are holding an event in September 2024 to celebrate the charity’s achievements and look forward to the future. Key stakeholders and supporters will be invited to attend, and we will be showcasing our work.
- We have filmed short case studies with some of the young people we have supported in Bristol to highlight the impact our support can have.
- We launched a corporate sponsorship programme.

**DURING THE YEAR WE
REACHED APPROXIMATELY**

*** 500
* PEOPLE



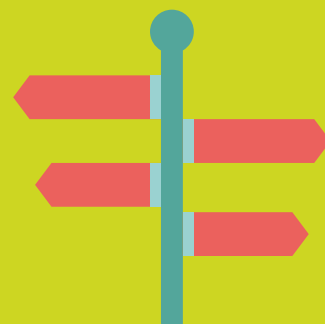
**PROVIDING INFORMATION
ON THE BENEFITS OF
VOLUNTEERING AND HOW WE
SUPPORT PEOPLE**

OF THOSE



215

**RECEIVED 1-
1 SUPPORT
& GUIDANCE**



113

WERE NEW REFERRALS



**65% WERE MALE, COMPARED TO 32% FEMALE
(2% IDENTIFIED AS NON-BINARY, 1% DID NOT
SAY HOW THEY IDENTIFIED)**

94%

**WERE UNEMPLOYED OR NOT
WORKING DUE TO POOR HEALTH**

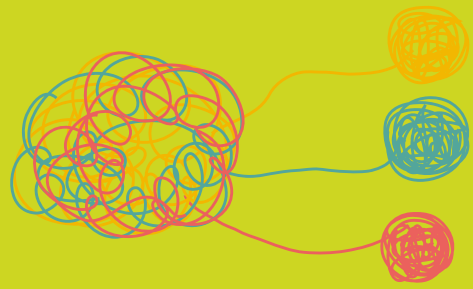


DESPITE

93%

**BEING OF WORKING AGE
(BETWEEN 16 AND 59 YEARS OLD)**

73% WERE SUFFERING WITH POOR MENTAL HEALTH & 60% HAD A DIAGNOSED MENTAL HEALTH ISSUE



73% HAD 3 OR MORE NEEDS ON REFERRAL, 28% HAD 7 OR MORE NEEDS, AND 19% HAD 10 MORE MORE NEEDS WHEN REFERRED TO US

37% WERE EXPERIENCING LONELINESS AND ISOLATION



51% HAD LOW CONFIDENCE AND SELF-ESTEEM



47% WERE NOT CONNECTED TO THEIR LOCAL COMMUNITY



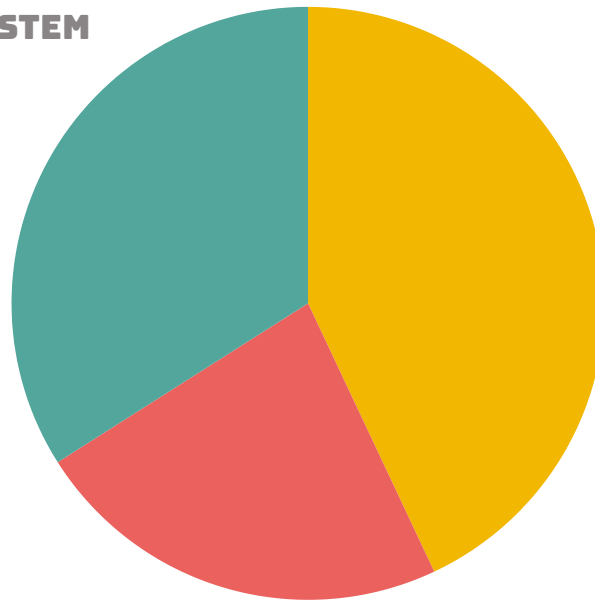
AND 41% LACKED EMPLOYMENT-RELATED SKILLS

CLIENTS SPLIT BY PROGRAMME

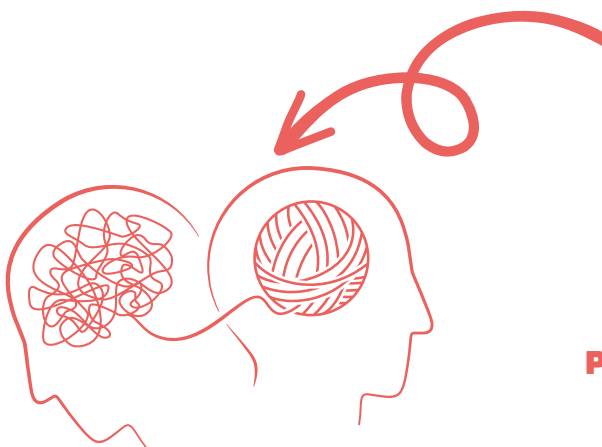
CRIMINAL JUSTICE SYSTEM
34%

ARMED FORCES COMMUNITY
43%

YOUNG PEOPLE
23%



26% HAD SUFFERED AT LEAST 1
ADVERSE CHILDHOOD
EXPERIENCE (ACE) (AN
INCREASE OF **8%** ON THE
PREVIOUS YEAR)



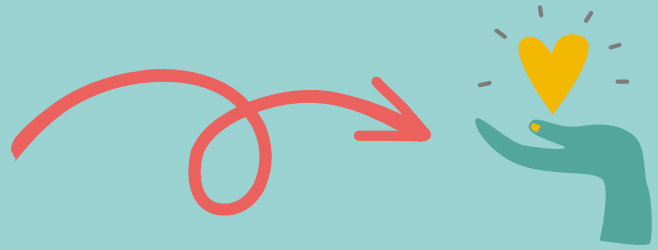
RESULTS FROM WARWICK-
EDINBURGH SURVEYS SHOWED
THAT, ON REFERRAL, **19%** OF
CLIENTS HAD AN INITIAL SCORE
INDICATING **POSSIBLE MILD
DEPRESSION**, AND **52%** HAD AN
INITIAL SCORE INDICATING
PROBABLE CLINICAL DEPRESSION

OVER **1300** INDIVIDUAL ACTIONS
WERE UNDERTAKEN EITHER WITH OR
ON BEHALF OF THE PEOPLE WE
SUPPORTED

1300

OUR IMPACT

72% REPORTED AN
IMPROVEMENT IN
THEIR EMOTIONAL
WELLBEING



76% SAW AN INCREASE IN THEIR
CONFIDENCE AND ASPIRATIONS

64% SAID THEY HAD A
HEALTHIER LIFESTYLE



80% SAID THEY HAD
GAINED NEW SKILLS
TO HELP THEM IN THE
FUTURE



80% HAD IMPROVED LINKS TO THEIR
LOCAL COMMUNITY AND BETTER
SOCIAL CONNECTIONS



STAFF OBSERVED THAT **87%** OF
CLIENTS IMPROVED THEIR
COMMUNICATION SKILLS



AND **80%** HAD
IMPROVED THEIR
TEAMWORK SKILLS

83% WERE MORE
RESILIENT AND **93%**
WERE MORE
MOTIVATED



OF THOSE WHO ENGAGED WITH OUR
SUPPORT AND WHOSE CASES WERE
CLOSED DURING THE YEAR,
29% EITHER PROGRESSED TO OR
RETURNED TO WORK

AND **21%** WERE MOVING INTO
TRAINING OR FURTHER
EDUCATION WHEN THEIR CASE
WAS CLOSED



HOW WE MEASURE IMPACT

We use different methods to track the progress made by the people we support, and to evaluate the effectiveness of our work.

Pathway Star

This is a distance travelled tool, completed by the client (sometimes with support from their Project Manager) with readings being carried out soon after support starts and at 8-12 week intervals. The Pathway Star covers 8 key areas:

- Emotional wellbeing
- Confidence & aspirations
- Family & relationships
- Friends & connections
- Skills
- Money
- Healthy lifestyle
- Stability at home

Warwick-Edinburgh Mental Wellbeing Scale

This is also a distance travelled tool. It looks at a person's mental wellbeing in closer detail, allowing us and them to see their progress over the support period. It is completed by the client (sometimes with support), with readings being carried out soon after support starts and again at 8-12 week intervals. The tool comprises 14 positively worded statements which clients score themselves for, producing a total score each time, allowing scores to be compared.

Staff-observed progress

We also record staff-observed achievements and outcomes, including completion of courses, such as the ASDAN Short Course in Volunteering (which is offered to the young people we support), progression to training courses and paid employment or work experience.

FINANCIAL REVIEW

Income for the financial year was £458,900 (2023: £327,999 restated), of which £373,157 was restricted and £85,743 was unrestricted. The charity continued to control its costs carefully and expenditure for the financial year was £341,061 (2023: £377,228) against budgeted expenditure of £414,211.

The charity produced a surplus of £117,839 for the year.

Funds brought forward to the 2024-25 financial year amounted to £284,932 (restated) of which £107,941 were unrestricted and £176,991 (restated) were restricted, including accrued income of £170,010 (restated).

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 £108,750 (2023: £95,000). This has increased from the 2022-23 financial year due to new programmes being added. The upper limit of free reserves that the charity should keep will be equivalent to six months' operation costs, currently estimated to be £217,500.

Total funds held at 31 May 2024 were £402,771 (2023: £284,932 restated) of which £240,276 (2023: £176,991 restated) were restricted. The current level of free reserves stands at £162,495 (2023: £107,941).

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.
- to fund shortfalls in income when income does not reach expected levels.

2024-2025 Financial year

The budgeted expenditure for the 2024-25 financial year is £435,000. The charity has, at the time of writing, secured approximately £270,000 towards these costs, representing 62% of budgeted expenditure. This includes several multi-year grant agreements which provide stability to our projects and support the charity's sustainability.

Prior year adjustments

Income figures for 2023 have been adjusted to recognise income on entitlement rather than on receipt, in line with the SORP requirement. Please see note 16 of the financial statements.

CHARITABLE FUNDERS & SUPPORTERS

Step Together Volunteering wishes to recognise and thank all of its generous funders and supporters, for the year 2023-4. In addition to the funders whose logos are displayed below, we would like to thank The Hugh Fraser Foundation, The Persula Foundation and The 29th May 1961 Charitable Trust. The charity also recognises support received from Burges Salmon LLP and Pinch Point Communications. We continue to be incredibly grateful to all the individual donors who have supported us during the financial year.



Worshipful Company
of Builders' Merchants



STRUCTURE, GOVERNANCE & MANAGEMENT

The organisation 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 Charity Commission in England & Wales and from 26 June 2009 it has also been registered with the Office of the Scottish Charity Regulator (OSCR). The charity is governed by the Memorandum and Articles of Association.

Step Together Volunteering 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.

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

The Board of Trustees

The Board of Trustees is committed to meeting the new Charity Code of Governance. In January 2023 the Articles of Association were amended to allow for AGMs to be held by hybrid and/or electronic means, and to limit the maximum tenure of Trustees (Directors) to 9 years.

The Board of Trustees is currently comprised of 10 people, with a broad range of skills and professions, including legal, finance, governance, marketing, social services, operations, human resources, and voluntary sectors.

Trustee recruitment and appointment

The charity regularly assesses the skills represented at Board level to ensure there is a suitable and relevant mix of skills and experience on the Board. New trustees are appointed, based on priority skills gaps identified, by existing trustees and serve for a term of 3 years, after which they may put themselves forward for re-appointment. The Articles of Association provide for a minimum of 3 trustees; there is no maximum number of trustees. All newly appointed trustees have an induction into the organisation and all trustees receive Safeguarding training. With a maximum tenure for Trustees of 9 years now in place, succession planning is undertaken to ensure the charity can continue to benefit from a wide range of skills and experiences at Board level.

Delegation

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. Day to day management of the charity is delegated to the Chief Executive.

The staff team is managed by a small senior management team based in Bristol comprising the Chief Executive and the Operations Manager. The central team also includes a Business Manager and an Administration and Communications Officer. Staff pay and benefits are reviewed annually by the Trustees, and due consideration is given to ensure all staff are paid at least the Real Living Wage.

Risk management

The trustees regularly 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.

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 gives a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its income and expenditure for the financial year. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and ensuring that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the statement of recommended practice accounting and reporting (March 2019) and in accordance with the small company regime (section 419(2) of the Companies Act 2006).

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 examiner

Burton Sweet Ltd were appointed as independent examiner to the charitable company on 21 November 2023 at the company's AGM.

Approved by the trustees and signed on their behalf on 24 September 2024 by

Roger Doubavand

Dr Roger Donbavand
Chair

INDEPENDENT EXAMINER'S REPORT

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 May 2024.

Responsibilities and basis of report

As the Trustees of the Company (and also its Directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the 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 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 Company's accounts carried out under section 44(1)(c) of the 2005 Act and section 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). I can confirm that I am qualified to undertake the examination because I am a registered member of the Institute of Chartered Accountants in England & Wales which is one of the listed bodies.

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

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

Joshua Kingston

Josh Kingston BSc ACA
Burton Sweet Limited
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: 24 September 2024

Step Together Volunteering Ltd.

Statement of Financial Activities *(incorporating an income and expenditure account)*

For the year ended 31 May 2024

					<i>As restated</i>
	Note	Restricted	Unrestricted	2024	2023
		£	£	Total	Total
				£	£
Income and endowments from:					
Donations and Legacies	3	-	8,249	8,249	4,967
Charitable activities	4	373,157	75,000	448,157	321,918
Investments		-	2,494	2,494	1,114
Total Income and endowments		373,157	85,743	458,900	327,999
Expenditure on:					
Raising funds		10,906	-	10,906	23,199
Charitable activities		330,155	-	330,155	354,029
Total Expenditure	6	341,061	-	341,061	377,228
Net income / (expenditure)	7	32,096	85,743	117,839	(49,229)
Transfers between funds	14	31,189	(31,189)	-	-
Net movement in funds		63,285	54,554	117,839	(49,229)
Reconciliation of funds:					
Total funds at the start of the year (as previously stated)	14	30,441	107,941	138,382	334,161
Prior year adjustment	16	146,550	-	146,550	-
Total funds at the start of the year (restated)		176,991	107,941	284,932	334,161
Total Funds carried forward	14	240,276	162,495	402,771	284,932

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

See note 2 for fund-accounting comparative figures.

The notes on pages 21 to 31 form part of these financial statements.

Step Together Volunteering Ltd.

Balance Sheet

For the year ended 31 May 2024

Company Number 02932195

			<i>As restated</i>
	Note	2024 Total £	2023 Total £
Current Assets			
Debtors	11	296,580	170,010
Cash at bank and in hand		111,862	122,916
Total Assets		408,442	292,926
Liabilities			
Creditors: amounts falling due within 1 year	12	(5,671)	(7,994)
Net current assets / (liabilities)		402,771	284,932
Net assets / (liabilities)		402,771	284,932
Funds			
Restricted funds	13	240,276	176,991
Unrestricted funds			
General funds	13	162,495	107,941
Total charity funds		402,771	284,932

For the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

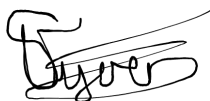
The members have not required the company to obtain:

- an audit of its accounts for the year in question in accordance with section 144(2) of the Charities Act 2011.
- an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Approved by the Trustees 24 September 2024 and signed on their behalf by



Scharmarie Van Der Vyver (Treasurer)

The notes on pages 21 to 31 form part of these financial statements.

1. Accounting policies

a. Basis of preparation

The financial statements have been prepared in accordance with the historical cost convention (except where otherwise stated in the accounting policy note) and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, and the Financial Reporting Standard applicable in the United Kingdom 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.

Notes to the financial statements (continued)

For the year ended 31 May 2024

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:

	2024	2023
Raising funds	14.2%	15.4%
Charitable activities	85.8%	84.6%

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 £1,500.

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.

Notes to the financial statements (continued)

For the year ended 31 May 2024

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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Notes to the financial statements (continued)

For the year ended 31 May 2024

2. Prior period comparatives

	<i>Restated</i> Restricted	Unrestricted	<i>As restated</i> 2023 Total
	£	£	£
Income from			
Donations and legacies	-	4,967	4,967
Charitable activities	321,918	-	321,918
Investments	-	1,114	1,114
Total income	321,918	6,081	327,999
Expenditure on			
Raising funds	23,199	-	23,199
Charitable activities	354,029	-	354,029
Total expenditure	377,228	-	377,228
Net income / (expenditure)	(55,310)	6,081	(49,229)
Transfers between funds	48,956	(48,956)	-
Net movement in funds	(6,354)	(42,875)	(49,229)
Total funds brought forward	183,345	150,816	334,161
Total funds carried forward	176,991	107,941	284,932

3. Income from donations and legacies

	Restricted	Unrestricted	2024 Total
	£	£	£
Gifts in kind	-	2,206	2,206
Small donations < £1,000	-	5,043	5,043
Worshipful Company of Builders Merchants	-	1,000	1,000
Total	-	8,249	8,249

	<i>As restated</i> 2023 Total
	£
MoD	1,000
Small donations < £1,000	2,967
Worshipful Company of Builders Merchants	1,000
Total	4,967

Notes to the financial statements (continued)

For the year ended 31 May 2024

Total donations from Trustees in the year amounts to £1,200.

4. Income from charitable activities

	Restricted	Unrestricted	2024 Total	As restated 2023 Total
	£	£	£	£
29th May 1961 Charitable Trust	10,000	-	10,000	-
ABF The Soldiers Charity	30,000	-	30,000	-
Albert Hunt Trust	2,000	-	2,000	-
AFCFT – Positive Pathways	-	-	-	3,500
AFCFT – Reaching & Supporting	97,029	-	97,029	-
AFCFT – Sustaining Support	-	-	-	2,499
AFCFT – VPPP	21,336	-	21,336	31,664
Bristol City Council	27,758	-	27,758	22,030
Bolton CVS	14,881	-	14,881	9,928
B&Q	-	-	-	1,000
Department for Work & Pensions	-	-	-	12,364
Feeding Bristol	655	-	655	-
Gannochy Trust	22,500	-	22,500	10,000
Hedley Foundation	2,500	-	2,500	-
Henry Smith Charity	-	-	-	138,900
Hollywood Trust	17,500	-	17,500	8,750
Hugh Fraser Foundation	15,000	-	15,000	-
M&S	-	-	-	1,000
Medlock Trust	15,000	-	15,000	-
Nisbet Trust	-	-	-	45,000
Noel Buxton Trust	6,000	-	6,000	-
Persula Foundation	7,000	-	7,000	-
Pilgrim Trust	-	-	-	17,283
Quartet Community Fund	5,000	-	5,000	-
Rise Mutual CIC	10,383	-	10,383	-
Robertson Trust	30,000	-	30,000	10,000
Society of Merchant Venturers	1,615	-	1,615	-
Southern Co-Op	-	-	-	8,000
St James's Place Foundation	10,000	-	10,000	-
The Swire Charitable Trust	-	75,000	75,000	-
Veterans Foundation	25,000	-	25,000	-
Wessex Water Environmental Fund	2,000	-	2,000	-
Total	373,157	75,000	448,157	321,918

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

Notes to the financial statements (continued)

For the year ended 31 May 2024

31 May 2024 was £27,758 (2023: £34,394). There are no unfulfilled conditions or contingencies attached to these grants.

6. Total expenditure

	Note	Raising funds £	Charitable activities £	Support & governance costs £	2024 Total £
Staff costs	8	(8,021)	189,783	97,969	279,731
Travel and subsistence		-	6,834	1,036	7,870
Communication and IT		-	4,903	4,632	9,535
Printing, postage, and stationery		11	1,171	386	1,568
Recruitment		-	1,573	-	1,573
Staff training		77	2,845	1,601	4,523
Monitoring and evaluation		-	2,709	318	3,027
Rent and rates		-	254	14,772	15,026
Insurance		-	826	2,254	3,080
Independent Examination and accountancy		-	586	1,034	1,620
Professional fees		-	1,874	3,582	5,456
Subscriptions		-	482	618	1,100
PR and Marketing		-	52	3,564	3,616
Programme expenditure		-	1,703	287	1,990
Bank charges		-	-	60	60
Miscellaneous costs		-	451	835	1,286
Sub-total		(7,933)	216,046	132,948	341,061
Allocation of support & governance costs		18,839	114,109	(132,948)	-
Total expenditure		10,906	330,155	-	341,061

Total governance costs included within Independent Examination and Accountancy fees and Professional fees were £5,694 (2023: £5,374).

Notes to the financial statements (continued)

For the year ended 31 May 2024

6. Total expenditure (continued)

	Note	Raising funds £	Charitable activities £	Support & governance costs £	2023 Total £
Staff costs	8	-	205,914	111,560	317,474
Travel and subsistence		21	9,124	1,116	10,261
Communication and IT		333	6,870	5,920	13,123
Printing, postage, and stationery		8	1,386	196	1,590
Recruitment		244	225	-	469
Staff training		199	5,050	1,255	6,504
Monitoring and evaluation		-	1,992	366	2,358
Rent and rates		90	(10)	13,549	13,629
Insurance		-	452	2,393	2,845
Audit and accountancy		-	-	2,786	2,786
Professional fees		-	-	3,167	3,167
Subscriptions		150	442	899	1,491
PR & Marketing		-	789	10	799
Bank charges		-	-	66	66
Miscellaneous costs		-	90	576	666
Sub-total		1,045	232,324	143,859	377,228
Allocation of support & governance costs		22,154	121,705	(143,859)	-
Total expenditure		23,199	354,029	-	377,228

7. Net income / (expenditure)

	Note	2024 Total £	2023 Total £
This is stated after charging:			
Trustees' remuneration		-	-
Trustees' safeguarding training		225	
Trustees' reimbursed expenses		109	434
Independent Examiner's remuneration			
Independent examination (VAT Incl.)		1,506	1,380
Other services		574	1,320

1 (2023: 3) Trustees were reimbursed expenses amounting to £109 (2023: £434) relating to meetings, travel and subsistence.

Notes to the financial statements (continued)

For the year ended 31 May 2024

8. Staff costs

	2024 Total £	2023 Total £
Salaries and wages	252,911	282,426
Social security costs	18,702	19,825
Pension costs	11,568	11,773
Employee benefits	(3,450)	3,450
Total staff costs	279,731	317,474

No employee earned more than £60,000 during the year (2023: 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 £55,878 (2023: £55,473).

	2024	2023
Number of employees	11	15

9. Taxation

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

10. Tangible fixed assets

No items of equipment were capitalised during the year and small assets <£1,500 were expensed in full as per the accounting policy.

11. Debtors

	2024 Total £	<i>As restated</i> 2023 Total £
Accounts receivable	8,750	-
Prepayments	1,327	864
Accrued income	286,503	168,900
Cycle to work scheme	-	237
Other debtors	-	9
Total debtors	296,580	170,010

Notes to the financial statements (continued)

For the year ended 31 May 2024

12. Creditors: amounts due within 1 year

	2024 Total £	2023 Total £
Trade creditors	209	-
Accruals	1,046	1,380
PAYE and National Insurance	4,416	6,614
Total creditors	5,671	7,994

13. Analysis of net assets between funds

	Restricted £	Unrestricted £	2024 Total funds £
Current assets	240,276	168,166	408,442
Current liabilities	-	(5,671)	(5,671)
Net assets as at 31 May 2024	240,276	162,495	402,771

	<i>Restated</i> Restricted £	Unrestricted £	<i>As restated</i> 2023 Total funds £
Prior period comparatives			
Current assets	176,991	115,935	292,926
Current liabilities	-	(7,994)	(7,994)
Net assets as at 31 May 2023	176,991	107,941	284,932

Notes to the financial statements (continued)

For the year ended 31 May 2024

14. Movement in funds

Current period	<i>As restated</i>				At 31 May 2024 £
	At 1 June 2023 £	Income £	Expenditure £	Transfers £	
Restricted funds					
Supporting young people	140,368	132,028	(138,599)	2,361	136,158
Rehabilitation of ex-offenders	6,182	67,764	(47,144)	10,692	37,494
Wounded, injured and sick service personnel and veterans	30,441	173,365	(155,318)	18,136	66,624
Total restricted funds	176,991	373,157	(341,061)	31,189	240,276
Unrestricted funds					
General funds	107,941	85,743	-	(31,189)	162,495
Total unrestricted funds	107,941	85,743	-	(31,189)	162,495
Total funds	284,932	458,900	(341,061)	-	402,771

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.

Notes to the financial statements (continued)

For the year ended 31 May 2024

Prior period comparatives	At 1 June 2022 £	<i>As restated</i>		Transfers £	At 31 May 2023 £
		Income £	Expenditure £		
Restricted funds					
Supporting young people	-	244,680	(127,261)	22,949	140,368
Rehabilitation of ex-offenders	17,045	39,575	(116,445)	66,007	6,182
Wounded, injured and sick service personnel and veterans	166,300	37,663	(133,522)	(40,000)	30,441
Total restricted funds	183,345	321,918	(377,228)	48,956	176,991
Unrestricted funds					
General funds	150,816	6,081	-	(48,956)	107,941
Total unrestricted funds	150,816	6,081	-	(48,956)	107,941
Total funds	334,161	327,999	(377,228)	-	284,932

15. Related party transactions

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

16. Prior year adjustment

During the year it became apparent that income from multi-year grants had been recognised on a receipts basis, rather than following the SORP requirement to recognise the income on entitlement. The restatement is shown below:

	2023 £
Increase in income	(146,550)
Increase in accrued income	146,550
Increase in restricted funds carried forward	<u>(146,550)</u>