



ANNUAL REPORT

**FOR THE YEAR ENDED
31ST MAY 2025**

**COMPANY NUMBER 02932195
CHARITY NUMBER 1038253 (ENGLAND & WALES)
CHARITY NUMBER SC040616 (SCOTLAND)**

ABOUT STEP TOGETHER VOLUNTEERING

We are a charity that helps people who face multiple disadvantage – people whose multiplicity and complexity of needs make it hard for them to find help elsewhere.

We believe in the transformative power of volunteering to give everyone the chance to grow, belong, and succeed.

We meet people where they are. We persevere in our support for them until they have the confidence and skills to take the next step to a brighter future. And that starts with volunteering.

We work to inspire, motivate, and enable people who are most excluded from society to participate in volunteering and community action as a way of helping them develop the skills, confidence and ability to turn their lives around. We team this with intensive one-to-one coaching, taking an asset-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.

Crucially, we do not place a time limit on our support; we understand that working with people who have complex needs demands time, commitment, and patience. On average we support people for around six 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, particularly young people aged 25 years or less". All our current programmes aim to support people who face multiple disadvantage and who 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; their circumstances mean 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. We "step together" with them on this journey.

The Trustees present their report and the financial statement for the year ended 31st May 2025. Reference and administrative information included forms part of this report. The financial statements have been prepared in accordance with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.



Over the past nine years as Chair, I have seen Step Together Volunteering grow into a highly focused and effective charity, helping people at some of the most difficult points in their lives. As our Chief Executive Anna-Clare says, we are often the last resort – the organisation that people turn to when all other options have failed. What makes our work so powerful and unique is our “never give up” approach and our commitment to being alongside people until they are ready to take those first steps forward. This is an approach few other organisations offer.

The last nine years have been turbulent for charities. Austerity, the Covid-19 pandemic, and now the cost-of-living crisis have all made life more challenging for the people we support, while also stretching the resources of the voluntary sector to its limits. Through all this Step Together Volunteering has not only endured, but it has continued to provide fundamental, life-changing support when it has been most urgently needed.

While the statistics behind our work are impressive, it is the individual stories that matter most. The people who feel seen and supported, who find courage to rejoin their community, the ones who dare to believe in a future again. What I think we give people, most of all, is *hope*: the chance to step out of the darkness of isolation or despair and into the possibility of a brighter future.

I want to pay heartfelt tribute to our frontline staff who, through resilience and extraordinary patience, give people hope and opportunity. Their unique ability to inspire and motivate the people we support is the lifeblood of this charity. I am equally grateful to our central team, led by Anna-Clare Temple, with whom I have enjoyed working closely. Finally, I must thank my fellow Trustees, whose wisdom, support and sound governance have been invaluable.

As I step down as Chair, I do so with deep pride in all we have achieved together, and with confidence that Step Together Volunteering will continue to transform lives in the years ahead.

Dr Roger Donbavand

Roger Donbavand

REFERENCE & ADMINISTRATIVE INFORMATION

For the year ended 31st May 2025

Company number	02932195
Charity number	1038253 (England & Wales) SC040616 (Scotland)
Registered office	The Engine Shed, Approach Road, Bristol, BS1 6QH
Lifetime President	Roger Potter MBE
Presidents	Deborah Poole (appointed 24.09.2024) Sir David Manning GCMG, KCVO
Trustees (Directors)	Dr Roger Donbavand (Chair) Jamie Shearer (Deputy Chair) Scharmarie van der Vyver (Treasurer) Ralph Arundell (resigned 23.09.2025) Lee Botterill (appointed 10.07.2025) Maurice Clarke Tracy Fraise (appointed 10.07.2025) Mary Mawhinney Caroline Marsh (resigned 24.09.2024) Holly Meacham Deborah Poole (resigned 24.09.2024) Elizabeth Shanahan (resigned 01.09.2025)
Chief Executive Officer	Anna-Clare Temple
Bankers	CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, ME19 4TA Co-operative Bank PLC, 1 Balloon Street, Manchester, M4 4BE
Independent Examiner	Josh Kingston BSc, ACA Burton Sweet Limited, The Clock Tower, 5 Farleigh Court, Old Weston Road, Flax Bourton, Bristol, BS48 1UR

2024-2025 REVIEW

Over the 2024-2025 financial year, the charity ran three main programmes working with:

- Young people facing multiple disadvantage – Bristol and Dumfries & Galloway
- People with experience of the criminal justice system – Avon & Somerset and Greater Manchester
- Members of the Armed Forces Community – Northeast, Northwest and Southwest England.

The charity's programmes are delivered by a team of skilled outreach workers, our Project Managers, who provide support to the people we work with on a one-to-one and small group basis. Our frontline team is supported by our Central Team, comprising the Chief Executive, the Head of Operations and Administration & Communications Officer. Our work also benefits from a small number of volunteers who support different areas of our operations. Almost half of our staff team and all our volunteers have directly relevant lived experience.

During the year, the charity focused on the following priorities:

- Celebrating our 30th anniversary
- Expanding our justice system work in Bristol
- Supporting the charity's financial sustainability
- Developing our strategy for the next 5 years
- Trustee board development and succession planning

Celebrating our 30th anniversary

The charity celebrated its 30th anniversary with an event in Bristol in September 2024. In addition to staff and Trustees, we were joined by representatives from our funders, delivery partners, referring organisations, local clients, volunteers, and local councillors. The event celebrated the charity's history and spirit, with stands for each project showcasing their work and impact. The event included a viewing area with "silent disco" headphones where attendees could watch a video of our founder, Roger Potter MBE, talking about what motivated and inspired him to establish Step Together Volunteering three decades ago. We also played a video where a client from our Young People's Programme in Bristol spoke about the impact the charity had had for her.

Expanding our justice system work in Bristol

Our work with Rise Mutual CIC and The Nelson Trust, delivering the "Chance to Change" deferred prosecution service on behalf of Avon & Somerset Police started in June 2024. Step Together Volunteering is providing enhanced support to young men aged 18-24 who have committed an offence and have been identified by the police as being suitable for deferred prosecution. They are referred for enhanced support due to their level of need, and we support these young men on a 1-1 basis. This 4-year contract has allowed us to bring in additional grant funding so that we can provide ongoing support to these young men if they wish beyond the 16-week engagement period mandated by the Chance to Change programme. Participation after the 16 weeks is entirely voluntary on the part of the client and so it has been great to see some young men taking up this opportunity. The grant funding also means that we can provide support to people in contact with the justice system, or at risk of offending, who are not referred through the Chance to Change programme.

2024-2025 REVIEW (CONTINUED)

We also secured funding from The National Lottery Community Fund to establish a pilot for young women with experience of the justice system or at risk of entering the system. This pilot will see small groups of young women being supported through our bespoke For My Future course, which has been adapted specifically to meet the needs of this cohort. In addition to gaining the personal and practical skills needed to build a life away from the justice system, the project will also provide young women with opportunities for peer support and peer learning.

At the end of 2024, we made the difficult decision to bring our Greater Manchester criminal justice project to an end. While the project had been running for over 10 years, funding had regularly been a challenge and, with our justice sector project established in Bristol, the learning from our work in Greater Manchester will inform the design and development of our work in Bristol.

Supporting the charity's financial sustainability

The charity built on the success of the 2023-24 financial year, with strong fundraising performance helping to provide security and stability to our projects. The fundraising climate remains challenging for small charities, and some cost-cutting measures were taken during the financial year to help reduce the charity's core costs. New multi-year grants have been secured which support the charity's financial sustainability and the senior leadership team continues to prioritise income generation as a key activity.

Developing our strategy for the next 5 years

Our 30th anniversary provided an opportunity not just for reflection but also to consider the charity's future plans and strategy. At a Staff & Trustee Away Day we started the process of developing our new 5-year strategy. Work on this continued through the end of 2024 and into 2025, with the Board considering the charity's direction and priorities. Two board sub-groups were established to focus on this work, one looking at the charity's clients and locations, and the other considering its mission and vision.

Trustee board development and succession planning

With our Chair, Roger Donbavand, reaching the end of his 9-year tenure in early 2026, work began to identify a suitable Chair of Trustees to take over from Roger. Our current Deputy Chair, Jamie Shearer, has been confirmed as Roger's successor. With the support of the rest of the Board of Trustees, Jamie will assume the role of Chair in early 2026.

During the period, several Trustees resigned from their positions, either due to having reached their maximum tenure or due to professional or personal commitments. We are incredibly grateful for the support they have given Step Together Volunteering.

Annual Trustee appraisals were introduced, which provide the Chair with an opportunity to review with each Trustee where they are able to add value and support the charity's work.

We have increased the number of Trustees based in Bristol, where the charity's head office is located, with two new Trustees joining the Board in July 2025.

2024-2025 REVIEW (CONTINUED)

Key Risks

During the year, the Trustees, along with the Senior Management Team, closely monitored the key risks to the charity and took steps to mitigate the likelihood and impact of risks wherever possible.

The key risks identified during the year were:

- **Funding:** the economic climate has resulted in a challenging fundraising landscape for small charities. Step Together Volunteering has managed to maintain a number of committed funders, but opportunities for larger and multi-year grants are scarce and the reduction in levels of statutory funding means that opportunities that do exist are highly competitive. To mitigate this, the charity has increased fundraising which delivers unrestricted income (e.g. from sporting events) to allow us to cover shortfalls in project funding. Costs are carefully controlled and in early 2025 the charity terminated the lease on its office in order to reduce overheads. The Treasurer supports the Senior Management Team in maintaining a close eye on cashflow to ensure the charity can meet its obligations. Fundraising activities are prioritised to help the charity maintain a stable financial position.
- **Reputational risk** associated with another organisation using the name “Step Together” for one of its projects: the use of our charity’s name by another organisation which delivers similar services to a similar client group has raised concerns about confusion and reputational risk. We have been aware of incidents where confusion has arisen and have taken steps to minimise this risk. The charity’s names are registered trademarks and we are determined to protect the good will and good reputation associated with our name, which we have built over the years.

Future Plans

Looking forward, the charity is focusing on:

- Continuing to develop our work in Bristol with young people with experience of the justice system, or those at risk of coming into contact with the police/justice system, building on the work we are already doing delivering the Chance to Change program in partnership with other agencies on behalf of Avon & Somerset Police. We are also keen to learn from our pilot project focused on supporting young women in contact with the justice system to evaluate the impact of this work and build on it.
- Implementing the strategic plans agreed by the Board to strengthen the charity’s resilience.
- Ensuring our time-limited projects are successfully concluded, with thorough evaluations that demonstrate the impact we have achieved and identify key learning points, both for us as an organisation and for the sectors we work in.
- Prioritising the charity’s stability and sustainability, through targeted fundraising activities and expansion of activities that can bring in unrestricted income.
- Supporting and developing our staff team: they are vital to the effective delivery our services and the running of the charity. As our clients’ needs multiply and we support people with more complex needs, it is essential that our staff team is well equipped to manage this, and that they receive the right support to ensure their wellbeing.

WHO WE SUPPORTED

We reached over **500** people with information about volunteering and our support



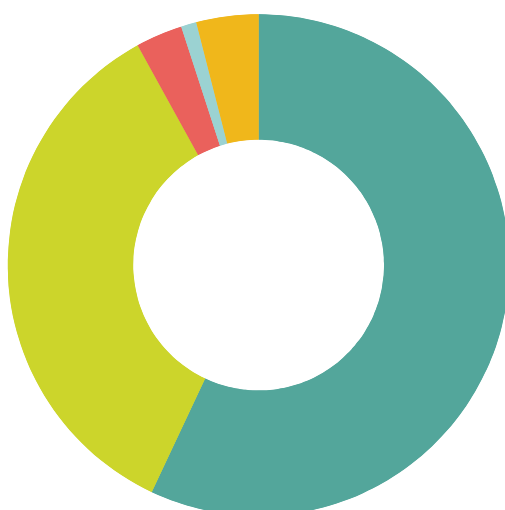
with over **200** receiving one-to-one support

160 were new referrals



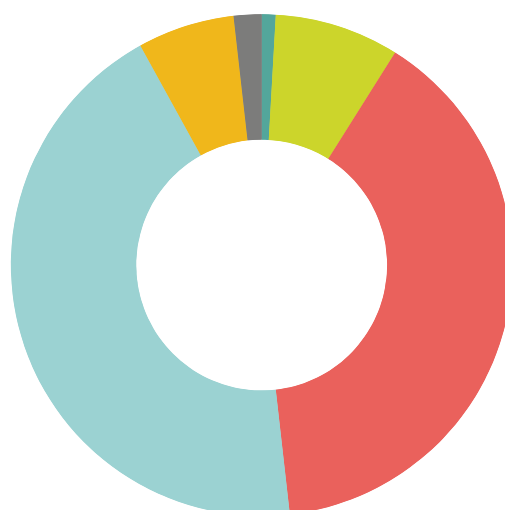
Gender

Male Female Non-binary
Transgender Did not disclose



Age

0-12 13-15 16-25 26-49
50-59 60+



86%

of clients were not working or unemployed on referral, despite



87%

being of working age



Our frontline team carried out over

2800

individual meetings, calls, and actions to support these clients



WHO WE SUPPORTED



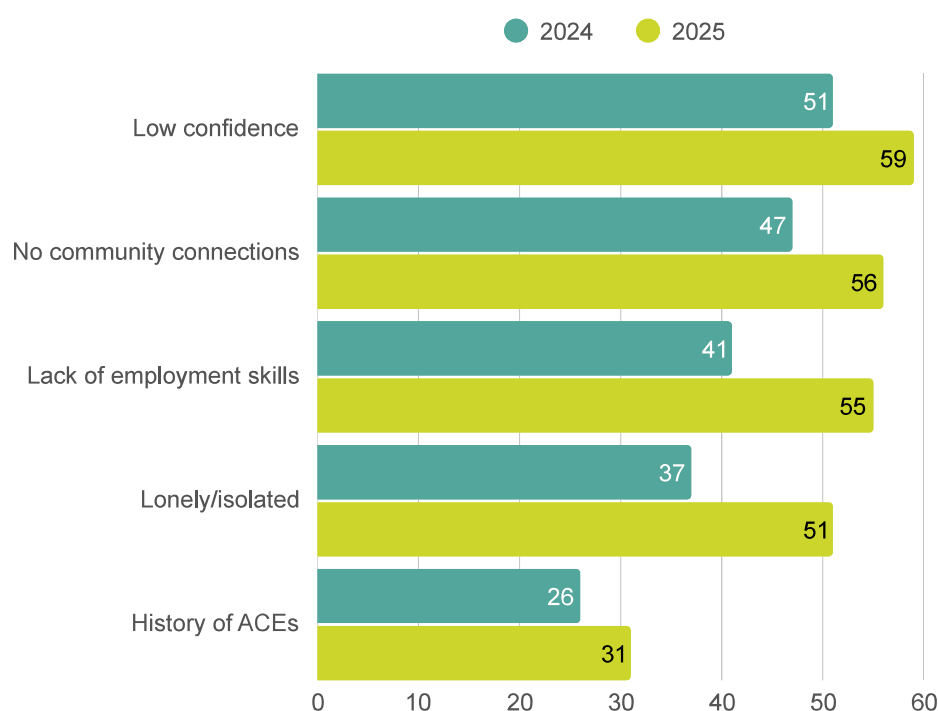
70% of clients were suffering with poor mental health

29%  were neurodiverse

85% had a disability or health condition that affected their daily lives



The data on the level of need experienced by our clients show that levels are increasing year on year. The table below shows comparison data for 2024 & 2025.

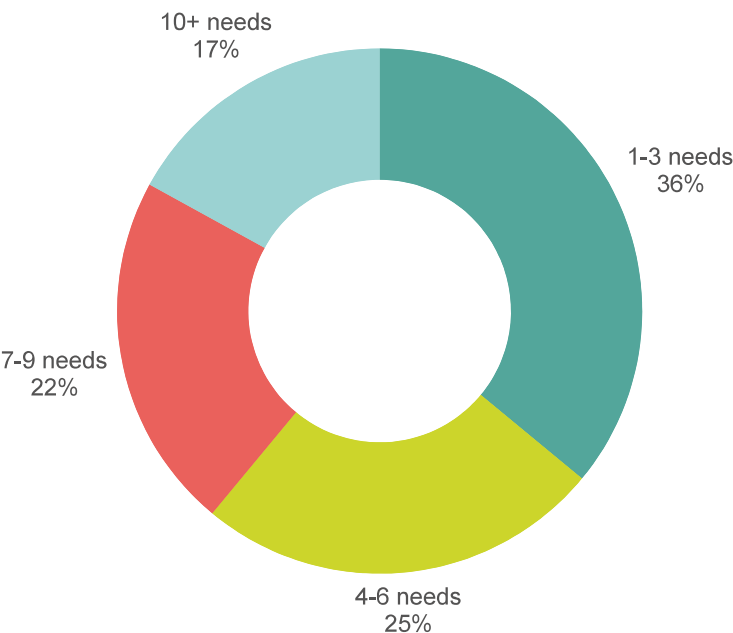


ACE = Adverse Childhood Experience

The most prevalent needs our clients have are:

- Poor mental health
- Low confidence
- Poor community links
- Lack of skills or experience

It is not only the complexity of our clients' needs that places them at disadvantage, but also the multiplicity of needs they experience. Intersectionality is often present and creates significant challenges to clients being able to move forward. The table below shows the number of individual needs our clients presented with.



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

The Pathway Star is one of the Outcomes Stars developed by Triangle Consulting. It is a “distance-travelled” tool, completed by our clients (sometimes with support from their Project Manager) with readings being undertaken shortly after support starts, and at 8–12-week intervals. The Pathway Star is designed for use by organisations working with people who are experiencing barriers to employment, and it covers the following 8 key areas:

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

Warwick Edinburgh Mental Wellbeing Scale

This is also a distance-travelled tool. It takes a closer look at a person’s mental wellbeing, allowing us and them to see their progress over the support period. It is completed by the client (sometimes with support), with a baseline reading being undertaken shortly after support starts and subsequent readings being undertaken at roughly 12-week intervals. The tool comprises 14 positively worded statements which clients score themselves for, producing a total score each time, allowing results to be compared.

Staff-observed progress

We also record staff-observed achievements and outcomes, including participation in volunteering activities and completion of training courses.

Feedback

Feedback from our clients, referrers and other organisations we work with is crucial to helping us deliver high quality and relevant support. All clients are invited to provide feedback on the support they have received, and we regularly ask other organisations to tell us about their experience of working with us.

OUR IMPACT

The results from our Pathway Star data show that:

86%

of clients saw an improvement in their wellbeing



79%

of clients reported improved levels of confidence



75%

gained new employment-related skills

57%

saw a positive impact on their friendships and connections



The Warwick Edinburgh Mental Wellbeing Scale data showed that...

61%

of clients had an initial score which placed them in the bottom 15% nationally.

By the end of their support, this number had reduced to



39%

23%

had an initial score that indicated mild depression



48%

had an initial score that indicated probable clinical depression

74%

of clients saw increased scores in their most recent assessment, indicating improved mental wellbeing



OUR IMPACT

Staff-observed progress: we also record additional achievements made by our clients which may not be captured by the other impact measurement methods we use, or when the support period is not long enough to use our distance-travelled tools.

 **68%** were more independent



 **80%** had improved motivation

71% 

were more connected to their local community, which helps to build support networks and resilience

We facilitated over

 **2350** hours of volunteering




Of those clients who engaged with our support, and whose cases were closed during the year

35% secured employment or returned to work



 **22%** progressed to training or education



 **36%** were focusing on finding employment

FINANCIAL REVIEW 2024-2025

Income for the financial year was £276,973 (2024 £458,900), of which £263,381 was restricted and £13,592 was unrestricted. Funds brought forward to the 2024-2025 financial year amounted to £402,771, of which £240,276 were restricted and £162,495 were unrestricted.

The charity continued to control its costs carefully and expenditure for the financial year was £406,123 (2024 £341,061) against budgeted expenditure of £434,945.

Notable changes

Income recorded for the 2024-2025 financial year was lower than in 2023-2024 due to the charity recognising a number of multi-year grants in full in the 2023-2024 period. Some income from these grants was received during the 2024-2025 financial year and is recorded as funds brought forward. Expenditure for the 2024-2025 financial year was higher than in 2023-2024 due to the charity securing funding for new projects in Bristol (youth justice work) and the Northwest (Armed Forces Community) and taking on additional staff to deliver this work.

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 £103,526 (2024: £108,750). The upper limit of free reserves that the charity should keep will be equivalent to six months' operating costs, currently estimated to be £207,052 (2024: £217,500). The Trustees have determined that holding between 3 and 6 months' operating costs provides an appropriate level of stability, enabling the charity to meet its obligations and provide security for projects in the event of any funding shortfalls.

Total funds held at 31 May 2025 were £273,621 (2024: £402,771) of which £137,344 were restricted. The current level of free reserves stands at £136,277 (2024: £162,495), which is above the minimum level of free reserves that the Trustees have determined should be kept.

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 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.

2025-2026 Financial Year

The budgeted expenditure for the 2025-2026 financial year is £422,408. The charity has, at the time of writing, secured approximately £387,000 towards these costs, representing 93% of budgeted expenditure. This includes several multi-year grant agreements which provide stability to our projects and support the charity's sustainability.

OUR FUNDERS & SUPPORTERS

Step Together Volunteering wishes to recognise and thank all its generous funders and supporters for the year 2024-2025, who are listed below. The charity also recognises support received from Burges Salmon LLP, Osborne Clark LLP and Unite Students. We continue to be incredibly appreciative of all the individual donors who have supported us during the financial year.

In 2024 the charity began modest fundraising activities through sporting events, namely the Great Bristol Run (10k and Half Marathon) and the London Marathon. Several companies donated food and drink items to give to runners supporting the charity and we are grateful for their generosity and support.

Our 2024-25 supporters:

Army Benevolent Fund
Armed Forces Covenant Fund Trust
Avon & Somerset Police
Bristol City Council
Dumfries Roundtable
Ernest Cook Trust
The Gannochy Trust
Hayes Parsons
Hugh Fraser Foundation
The Hollywood Trust
The Henry Smith Charity
Lighthouse Vineyard Church
Medlock Charitable Trust
Million Dollar Roundtable Foundation
Quartet Community Foundation
National Lottery Community Fund
Noel Buxton Trust
The Nisbet Trust
Veterans' Foundation
Swire Charitable Trust
Renishaw
Robertson Trust
Scottish Children's Lottery Fund
Van Neste Foundation

And our many individual donors, whose support is gratefully acknowledged.

STRUCTURE, GOVERNANCE & MANAGEMENT

The organisation was registered under the Companies Act 1985 on 24th 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 26th 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 Data Protection legislation.

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

The Board of Trustees

The Board of Trustees is committed to meeting the new Charity Code of Governance. The Board of Trustees is currently comprised of 8 people, with a broad range of skills and professions, including finance, governance, marketing, operations, project management, teaching, human resources and voluntary sectors.

Trustee recruitment and appointment

The charity regularly assesses the skills and sectors represented at Board level to ensure there is a suitable and relevant mix of skills and experience on the Board. New trustees are appointed 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. Individual Trustee reviews are carried out annually. With a maximum tenure of 9 years for Trustees 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. Where possible and appropriate, people with relevant lived experience are encouraged to join the Board of Trustees.

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 Head of Operations. The central team also includes an Administration & 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 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 purpose 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).

STRUCTURE, GOVERNANCE & MANAGEMENT

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 24th September 2024 at the company's AGM.

Approved by the Trustees and signed on their behalf on 7th October 2025 by

Roger Donbavand

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 31st May 2025.

Responsibility 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, Flax Bourton, Bristol BS48 1UR

Date: 7th October 2025

Step Together Volunteering Ltd.**Statement of Financial Activities** *(incorporating an income and expenditure account)***For the year ended 31 May 2025**

	Note	Restricted £	Unrestricted £	2025 Total £	2024 Total £
Income and endowments from:					
Donations and Legacies	3	900	12,168	13,068	8,249
Charitable activities	4	262,481	-	262,481	448,157
Investments		-	1,424	1,424	2,494
Total Income and endowments	14	263,381	13,592	276,973	458,900
Expenditure on:					
Raising funds		20,406	-	20,406	10,906
Charitable activities		385,717	-	385,717	330,155
Total Expenditure	6	406,123	-	406,123	341,061
Net income/(expenditure)	7	(142,742)	13,592	(129,150)	117,839
Transfers between funds	14	39,810	(39,810)	-	-
Net movement in funds		(102,932)	(26,218)	(129,150)	117,839
Reconciliation of funds:					
Total funds at the start of the year (as previously stated)	14	240,276	162,495	402,771	138,382
Prior year adjustment	16	-	-	-	146,550
Total funds at the start of the year (restated)		240,276	162,495	402,771	284,932
Total Funds carried forward	14	137,344	136,277	273,621	402,771

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 20 to 30 form part of these financial statements.

Step Together Volunteering Ltd.**Balance Sheet****For the year ended 31 May 2025****Company Number 02932195**

	Note	2025 Total £	2024 Total £
Current Assets			
Debtors	11	195,681	296,580
Cash at bank and in hand		113,895	111,862
Total Assets		309,576	408,442
Liabilities			
Creditors: amounts falling due within 1 year	12	(35,955)	(5,671)
Net current assets/(liabilities)		273,621	402,771
Net assets/(liabilities)		273,621	402,771
Funds			
Restricted funds	13	137,344	240,276
Unrestricted funds			
General funds	13	136,277	162,495
Total charity funds		273,621	402,771

For the year ended 31 May 2025 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 7 October 2025 and signed on their behalf by



Scharmarie Van Der Vyver (Treasurer)

The notes on pages 20 to 30 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 2025

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:

	2025	2024
Raising funds	13.7%	14.2%
Charitable activities	86.3%	85.8%

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.

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 (continued)

For the year ended 31 May 2025

2. Prior period comparatives

	Restricted £	Unrestricted £	2024 Total £
Income from			
Donations and legacies	-	8,249	8,249
Charitable activities	373,157	75,000	448,157
Investments	-	2,494	2,494
Total income	373,157	85,743	458,900
Expenditure on			
Raising funds	10,906	-	10,906
Charitable activities	330,155	-	330,155
Total expenditure	341,061	-	341,061
Net income / (expenditure)	32,096	85,743	117,839
Transfers between funds	31,189	(31,189)	-
Net movement in funds	63,285	54,554	117,839
Total funds brought forward	176,991	107,941	284,932
Total funds carried forward	240,276	162,495	402,771

3. Income from donations and legacies

	Restricted £	Unrestricted £	2025 Total £
Gifts in kind	-	410	410
Small donations < £1,000	900	10,758	11,658
Hayes Parsons	-	1,000	1,000
Total	900	12,168	13,068
	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

Total donations from Trustees in the year amounts to £3,853.

Step Together Volunteering Ltd.

Notes to the financial statements (continued)

For the year ended 31 May 2025

4. Income from charitable activities

	Restricted £	Unrestricted £	2025 Total £	2024 Total £
29th May 1961 Charitable Trust	-	-	-	10,000
ABF The Soldiers Charity	30,000	-	30,000	30,000
Albert Hunt Trust	-	-	-	2,000
AFCFT – Reaching & Supporting	20,999	-	20,999	97,029
AFCFT – VPPP	1,132	-	1,132	21,336
Bristol City Council	23,132	-	23,132	27,758
Bolton CVS	-	-	-	14,881
Ernest Cook Trust	500	-	500	-
Feeding Bristol	-	-	-	655
Gannochy Trust	-	-	-	22,500
Hedley Foundation	-	-	-	2,500
Hollywood Trust	-	-	-	17,500
Hugh Fraser Foundation	-	-	-	15,000
Medlock Trust	10,000	-	10,000	15,000
MDRT Foundation	2,763	-	2,763	-
National Lottery Community Fund	19,605	-	19,605	-
Noel Buxton Trust	-	-	-	6,000
Persula Foundation	-	-	-	7,000
Quartet Community Fund	5,000	-	5,000	5,000
Rise Mutual CIC	62,297	-	62,297	10,383
Robertson Trust	-	-	-	30,000
Society of Merchant Venturers	-	-	-	1,615
Scottish Children's Lottery Fund	3,973	-	3,973	-
St James's Place Foundation	-	-	-	10,000
The Swire Charitable Trust	-	-	-	75,000
Van Neste	8,000	-	8,000	-
Veterans Foundation	75,080	-	75,080	25,000
Wessex Water Environmental Fund	-	-	-	2,000
Total	262,481	-	262,481	448,157

In the prior period, £75,000 from The Swire Charitable Trust (charitable activities) was unrestricted.

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 2025 was £23,132 (2024: £27,758). There are no unfulfilled conditions or contingencies attached to these grants.

Step Together Volunteering Ltd.

Notes to the financial statements (continued)

For the year ended 31 May 2025

6. Total expenditure

	Note	Raising funds £	Charitable activities £	Support & governance costs £	2025 Total £
Staff costs	8	-	244,814	105,664	350,478
Travel and subsistence		34	5,129	2,298	7,461
Communication and IT		-	1,240	10,332	11,572
Printing, postage, and stationery		-	1,187	274	1,461
Recruitment		-	270	-	270
Staff training		66	1,680	679	2,425
Monitoring and evaluation		-	439	800	1,239
Rent and rates		-	106	10,280	10,386
Insurance		-	-	3,665	3,665
Audit and accountancy		-	-	2,892	2,892
Professional fees		-	-	2,822	2,822
Subscriptions		16	146	259	421
PR and Marketing		282	899	1,858	3,039
Programme expenditure		20	3,031	283	3,334
Bank charges		-	-	66	66
Miscellaneous costs		-	549	4,043	4,592
Sub-total		418	259,490	146,215	406,123
Allocation of support & governance costs		19,988	126,227	(146,215)	-
Total expenditure		20,406	385,717	-	406,123

Total governance costs included within Independent Examination and Accountancy fees and Professional fees were £5,607 (2024: £5,694).

Step Together Volunteering Ltd.

Notes to the financial statements (continued)

For the year ended 31 May 2025

6. Total expenditure (continued)

	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 & 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

7. Net income / (expenditure)

	Note	2025 Total £	2024 Total £
This is stated after charging:			
Trustees' remuneration		-	-
Trustees' safeguarding training		225	255
Trustees' reimbursed expenses		234	109
Independent Examiner's remuneration			
Independent examination (VAT Incl.)		1,584	1,506
Other services		704	574

2 (2024: 1) Trustees were reimbursed expenses amounting to £234 (2024: £109) relating to meetings, travel and subsistence.

Step Together Volunteering Ltd.

Notes to the financial statements (continued)

For the year ended 31 May 2025

8. Staff costs

	2025 Total £	2024 Total £
Salaries and wages (excl. redundancy costs)	313,075	252,911
Redundancy costs	1,782	-
Social security costs	21,300	18,702
Pension costs	14,321	11,568
Employee benefits	-	(3,450)
Total staff costs	350,478	279,731

No employee earned more than £60,000 during the year (2024: nil).

The key management personnel of the charitable company comprises the Chief Executive Officer. The total employee benefits of the key management personnel were £59,428 (2024: £55,878).

	2025	2024
Number of employees	14	11

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

	2025 Total £	2024 Total £
Accounts receivable	-	8,750
Prepayments	2,764	1,327
Accrued income	192,917	286,503
Total debtors	195,681	296,580

Step Together Volunteering Ltd.

Notes to the financial statements (continued)

For the year ended 31 May 2025

12. Creditors: amounts due within 1 year

	2025 Total £	2024 Total £
Trade creditors	991	209
Accruals	1,584	1,046
PAYE and National Insurance	4,224	4,416
Pension liability	2,156	-
Deferred income	27,000	-
Total creditors	35,955	5,671

13. Analysis of net assets between funds

	Restricted £	Unrestricted £	2025 Total funds £
Current assets	137,344	172,232	309,576
Current liabilities	-	(35,955)	(35,955)
Net assets as at 31 May 2025	137,344	136,277	273,621

Prior period comparatives	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

14. Movement in funds

Current period	At 1 June 2024 £	Income £	Expenditure £	Transfers £	At 31 May 2025 £
Restricted funds					
Supporting young people	136,158	41,506	(153,021)	22,457	47,100
Rehabilitation of ex-offenders	37,494	72,297	(107,229)	17,353	19,915
Wounded, injured and sick service personnel and veterans	66,624	149,578	(145,873)	-	70,329
Total restricted funds	240,276	263,381	(406,123)	39,810	137,344
Unrestricted funds					
General funds	162,495	13,592	-	(39,810)	136,277
Total unrestricted funds	162,495	13,592	-	(39,810)	136,277
Total funds	402,771	276,973	(406,123)	-	273,621

Purposes of restricted funds

Supporting young people

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

Supporting people with experience of the criminal justice system

To provide support to people who have had contact with the criminal justice system that presents a barrier to moving forward positively and building a crime-free life.

Members of the Armed Forces Community

To provide support to members of the Armed Forces Community across England, especially service personnel on recovery duty and veterans to engage in volunteering activities which support their recovery process and transition to civilian life.

Step Together Volunteering Ltd.

Notes to the financial statements (continued)

For the year ended 31 May 2025

Prior period comparatives	At 1 June 2023 £	Income £	Expenditure £	Transfers £	At 31 May 2024 £
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

15. Related party transactions

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