



Registered Charity No. 1059876

STEP UP HUB
(PREVIOUSLY KNOWN AS HELP SOMALIA FOUNDATION)

**Report of the Trustees and Financial Statements
For The Year Ended 31 March 2021**



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STEP UP HUB

Legal and Administrative Information For the year ended 31 March 2020

Status: The organisation is a charity registered with the Charities Commission in England & Wales.

Charity Number: 1059876

Registered Office & Headquarter
Business Address: Moran House
449-451 High Road
Willesden
London NW10 2JJ

| | | | |
|-----------|---------------------|---|-----------|
| Trustees: | Mr Yassin Ali | - | Chair |
| | Ms Safo Mohamed | - | Treasurer |
| | Mrs Hassina Yassin | - | Secretary |
| | Ms Olesya Salihu | - | Trustee |
| | Mr Deeq Qaaje | - | Trustee |
| | Dr Lawrence Akwetey | - | Trustee |
| | Mr Hanad Mohamoud | - | Trustee |

Bankers: Lloyds Bank
58 High Street
London NW10 4LP

Independent Examiners: Bennic Ltd
Chartered Certified Accountants
Selby Centre
Selby Road
London N17 8JL

STEP UP HUB

Our purpose

Step Up Hub formerly known as (Help Somalia Foundation -HSF) is a charity dedicated to addressing social injustice and inequalities to ensuring that people have the knowledge, confidence and skills needed to reach their full potential.

Step Up Hub is a platform for people of all ages, genders and ethnicities to access support and services to enable positive steps towards more inclusive and valued communities:

- We run projects, activities and support services for individuals and families
- We work in collaboration with other organisations and projects.
- We provide a voice for communities

Our Aims and Objective

Our aims are set to reflect the aims of our community. Each year our trustees review our objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit.

Step Up Hub exists to provide appropriate cultural services for members of the community whose needs cannot be met by mainstream service providers. We respond to the health, social, cultural, educational and employment needs of community members, in particular those who are socially excluded.

The objectives of the charity is to challenge the barriers, stereotypes and taboos which prevent BAME community from accessing support either in the community or mainstream services so that no community member is forced to endure their problems in silence.

Our principal objectives are:

To improve the quality of life and promote the physical, social and mental wellbeing of residents of London.

To integrate different communities into wider UK society;

To enhance social inclusion and assist in the reduction of health inequalities, social exclusion and poverty currently experienced by residents of the London Borough of Brent.;

To work collaboratively with other organisations at borough, sub regional, regional and national levels to improve services and quality.

To be financially sustainable and viable as a social enterprise.

Activities and achievements 2020-21

Welfare Advice Service

We provided welfare advice and information to improve the financial and wellbeing of our service users and challenge the policies and practices that affect people's lives. In recent months, there has been a high demand in the need to apply for Resident Support Fund. This is as a result of our service users falling into arrears during the pandemic. Overcrowding from many of our service users have come to light during lockdown. This has meant that assisting our service users with applying for Brent Housing Needs and Locata has become highly requested.

We assisted 2365 service users during the lock down who have benefited from our service over-the-phone service when we were not able to come together face-to-face. They have found comfort in their ability to pick up the phone from the safety of their own homes. Due to positive feedback from our

service users for over-the-phone services, we have decided to keep this as well as our usually face-to-face service.

Step Up Hub are also part of the Brent Hubs Partnership and have been working outreach, across the borough, in two Brent Hubs venues (based in Kilburn and Wembley). We deliver the same level and range of general welfare/benefits advice, to a broad variety of clients and can refer people on to other specialist services, (like in-depth debt advice) which are available under the same roof.

Platforms Project

The purpose of Platforms is to enable young people and their parents essential and a safe space to discuss difficult relevant issues, to also allow relationships to be built and more of a cohesive community. With young people's voices at the heart of many of our decision-making and co-creation processes when it comes to the issues affecting young people.

Over the course of the year, PLATFORMS has supported over 120 young people through a range of activities, workshops, and open discussions including:

- Knife crime in London
- School exclusion
- Confidence, self-esteem, and transferable hard and soft skills
- Football tournament for girls and boys aged 11- 21 years

We also delivered events with partners including Apple collaboration. This was part of the Made in London creative sessions, giving young people an opportunity to understand how to use different apps and be creative.

We provided targeted support to young women of colour through our Us Girls employability project - a 6 session program of workshops, that was run in partnership with Love London Living. These sessions focused on preparing young ladies aged 16-21 for work-life and future careers.

Covid 19 Support

During Covid 19 Pandemic, the burden of Covid-19 has not been shared equally in the society in general and in Brent in particular. BAMER, Older people, men, those living in deprived areas, of BAMER heritage, who are obese or who are living with underlying health conditions have all been at increased risk of dying with COVID 19. At Step Up Hub, we faced an unprecedented demand y each day in these difficult times, our community has never been more important. Step Up Hub had been closely involved in shaping the Council's response to Coronavirus. In particular, Step Up Hub was one of seven key local partner organisations working to support the most vulnerable residents and we have the lead focus on those with specific cultural needs to inform and support residents about COVID-19 precautions, specifically targeting low-income and new families.

The disproportionate impact of COVID reflects entrenched structural inequalities within society which will not be remedied in the short term. However, we have progressed with actions that Step Up Hub has championed which the Council and the NHS should take, both in the immediate and longer term and for the borough as a whole and targeted on particularly affected areas and communities.

Since February 2020, Step Up Hub staff have been involved in the Brent Poverty Commission, chaired by Lord Best. Brent's Poverty Commission is designed to get to the heart of how people in Brent are experiencing poverty and how organisations, including the council, can make a difference. The aim is to provide the Council with practical, evidence-based recommendations for consideration by Brent's Cabinet.

Brent Black Action Plan

The tragic killing of George Floyd in the US brought this into sharp focus and sparked protests around the world. The Covid-19 pandemic has also had a disproportionate impact on Black and Asian communities in terms of the number of cases of the virus and mortality rates. Since June 2020, Step Up Hub had been involved in the Brent Black Community Action Plan which the local community work

with council to create, build sustainable communities, with Black leaders playing a role in decision-making, develop community spaces that members of the community will run and manage and conduct an internal review of processes in the council.

Representation

Step Up Hub provides accountable community leadership and a focal point for BAMER communities in Brent. Step Up Hub represents our service users in local and national strategic partnerships and advice panels to ensure that community needs are always on the agenda when planning new initiatives and strategies for community development.

Trustees' Report for the year ended 31 March 2021

The trustees present their report with financial statements of the charity for the year ended 31 March 2019. The trustees confirm that 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: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Structure, Governance and Management

Legal structure

Step Up Hub have been established on 13th December 1996 when a constitution was adopted, Step Up Hub operates as a registered Charity (No. 1059876) registered on 19th December 1996.

Organisational Structure

The board of trustee is not subject to maximum trustees but there must always be a minimum of five trustees. The board meets regularly to discuss development, finance and to facilitate effective operations and the delivery of projects. The trustees are responsible for policy formulation and ensuring that the organisation complies with its legal obligations and pursues its objectives.

Induction and training of trustees

New trustees are invited to a trustee meeting to brief them of their legal obligations under the charity law, the content of the governing document, the committee and decision making process, the business plan and recent financial performance of the charity. A number of publications from charity commission are provided including the guidance on charities and public benefit. Trustees are aware of their responsibilities to keep abreast of development in relation to the governance of charities under Charities Act.

Trustees' responsibilities

The trustees have a duty to identify and review the risk to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and errors. The trustees oversee preparation of financial statements, select suitable accounting policies and make judgments and estimates that are reasonable and prudent to give the true state of affairs of the charity. Trustees are also responsible for safeguarding the assets of the charity. They are elected and replaced as set out in the constitution.

Statement of Values

Step Up Hub is underpinned by a set of beliefs and principles that guide all activities and operations and all staff and volunteers embrace these values:

- Give priority to understanding and addressing the needs of the people and community that we serve;

- Provide professional services which promote the cultural values of both the Somali and wider community;
- Maintain professionalism and strive continuously for superior quality;
- Respect privacy and confidentiality among staff and volunteers;
- Adhere to equal opportunities and recognise and respect cultural diversity;
- Involve all staff and volunteers in decision making;

Financial Review

Reserves policy:

The charity currently operates with minimal reserves. The trustees are endeavouring to build up its donor base with a view to having reserves equal to £25,000, which represents three months' operating expenditure, excluding expenditure coming from grants for projects.

Risk(s) review:

The trustees have recently reviewed the major risks faced by the charity. This has resulted in efforts to look for funds to employ a youth co-coordinator, funding & finance manager in order to increase charity's donor base and to finalise the health and safety review.

Principal funding sources

The charity's main sources of income are payments in relation to the supply of donations and grants. During the year the charity received funding from various organisations such as Brent NCIL, Brent CVS, City Bridge Trust, The London Community Fund, and The Barrow Cadbury Trust totalling £162,578.

In addition, the charity also received generous donations and obtained funds from various fundraising activities carried out during the year totalling £14,477.

Plans for the future periods

We will continue to promote the charity's activities with both the public and private sectors towards successful obtaining funding. This will include bidding from monies available from local and central government and various manageable grants.

How our activities deliver public benefit

The charity supports a wide range of advice and advocacy, education, and social inclusion activities in furtherance of its charitable objects. The activities supported by Step Up Hub provide benefit to a wide selection of the community in UK for children and people of all ages, abilities and both sexes are eligible to participate. The trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the commission.

Statement of Trustees responsibilities

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;

- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

This report was approved by the board and signed on its behalf by:

Chair

Mr Yassin Ali



Date: 16-12-2021

Independent Examiner's Report to the Trustees of Step Up Hub

For the year ended 31 March 2021

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2021.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

Having satisfied myself that the accounts of the Charity are not required to be audited under section 144 of the Charities Act 2011 and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Fidelia Igbodo FCCA
Bennic Ltd
Chartered Certified Accountants
Selby Centre, Selby Road
London N17 8JL

STEP UP HUB

Statement of Financial Activities For the year ended 31 March 2021

| | | | | 2021 | 2020 |
|---------------------------------------|------|-------------------------|-----------------------|------------------|------------------|
| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds £ | Total Funds £ |
| Income from: | | | | | |
| Donations | 3 | 2,809 | - | 2,809 | 2,670 |
| Charitable activities | 4 | 11,668 | 162,578 | 174,245 | 135,621 |
| Total income | | 14,477 | 162,578 | 177,055 | 138,291 |
| Expenditure on: | | | | | |
| Charitable activities | 5 | 1,400 | 116,388 | 117,788 | 114,862 |
| Total Expenditure | | 1,400 | 116,388 | 117,788 | 114,862 |
| Net income/(expenditure) for the year | | 13,077 | 46,190 | 59,267 | 23,429 |
| Transfer between funds | | - | - | - | - |
| Net movements in funds | | 13,077 | 46,190 | 59,267 | 23,429 |
| Funds balance brought forward | | 22,181 | 44,898 | 67,079 | 43,650 |
| Funds balance carried forward | | 35,258 | 91,088 | 126,346 | 67,079 |

STEP UP HUB**Balance Sheet For The Year Ended 31 March 2021****Balance Sheet
As at 31 March 2021**

| | Notes | 2021 £ | 2020 £ |
|---|-------|-----------------------|----------------------|
| Current Assets | | | |
| Debtors | 7 | 0.00 | 15,000.00 |
| Cash at Bank and in Hand | | 128,246.01 | 54,978.94 |
| | | <u>128,246.01</u> | <u>69,979</u> |
| Creditors: amounts falling due within one year | | | |
| Creditors and accruals | 8 | <u>(1,900.00)</u> | <u>(2,900.00)</u> |
| Current Liabilities less Current Assets | | <u>126,346</u> | <u>67,079</u> |
| General Fund | | 35,258.23 | 22,180.88 |
| Restricted Funds | | <u>91,087.78</u> | <u>44,898.06</u> |
| Fund Balance as at 31 March 2021 | | <u>126,346</u> | <u>67,079</u> |

Approved by the Board of Trustees on
and signed on its behalf by:

.....
Ms Safo Mohamed
Treasurer

STEP UP HUB

Notes to the Accounts For the year ended 31 March 2021

1. Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (July 2014) and the Companies Act 2006.

Going Concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

No key judgements have been made by the charity which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Income

Income, including income from 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 income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Grants are credited to incoming resources when they are receivable as the charity's own money, unless they are for activities that relate to a specific future period, in which case they are deferred to that period.

Fund 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.

Expenditure

Expenditure is recognised once there is a legal 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. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise of the costs incurred by the charity in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose.
- Expenditure on charitable activities includes the costs of training, events, advice and capacity building undertaken to further the purposes of the charity.

STEP UP HUB

Notes to the Accounts For the year ended 31 March 2021

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Cash at bank and in hand

Cash at bank and cash in hand includes cash at bank and cash in hand but not banked yet.

Creditors

Creditors 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 reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Detailed comparatives of the financial statements

| | Note | Unrestricted Funds £ | Restricted Funds £ | 2021 Total Funds £ |
|--|------|----------------------------|--------------------------|-----------------------------|
| Income from: | | | | |
| Donations | 3 | 2,809 | - | 2,809 |
| Services | 3 | 11,668 | - | 11,668 |
| Charitable activities | 4 | - | 162,578 | 162,578 |
| Total income | | 14,477 | 162,578 | 177,055 |
| Expenditure on: | | | | |
| Charitable activities | | 1,400 | 116,388 | 117,788 |
| Total Resources Expended | | 1,400 | 116,388 | 117,788 |
| Net income/(expenditure) for the year | | 13,077 | 46,190 | 59,267 |
| Transfer between funds | | - | - | - |
| Net movements in funds | | 13,077 | 46,190 | 59,267 |
| Balance brought forward | | 22,181 | 44,898 | 67,079 |
| Balance carried forward | | 35,258 | 91,088 | 126,346 |

3 Donations

| | Unrestricted Funds £ | Restricted Funds £ | 2021 Total Funds £ | 2020 Total Funds £ |
|---------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Donations | 2,809 | - | 2,809 | 2,670 |
| Services income | 11,668 | | 11,668 | 6,473 |
| Total income | 14,477 | - | 14,477 | 9,144 |

4 Income from charitable activities

| Note | Unrestricted Funds £ | Restricted Funds £ | 2021 Total Funds £ | 2020 Total Funds £ |
|---------------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Income from: | | | | |
| Brent Council NCIL | | 31970.00 | 31970 | 10,850 |
| GLA Young Londoner Fund | | - | - | 39,264 |
| City of London | | 50399.00 | 50399 | 34,125 |
| Brent SFSC | | - | - | 15,000 |
| Brent CVS | | 9908.50 | 9908.5 | 14,909 |
| Lloyds Foundation | | - | - | 15,000 |
| The London Community Fund | | 35900.00 | 35900 | - |
| The Barrow Cadbury Trust | | 34400.00 | 34400 | - |
| Total income | - | 162,578 | 162,578 | 129,148 |

5 Expenditure on:

| | Unrestricted | Restricted | 2021 Total | 2020 Total |
|-------------------------------|--------------|----------------|----------------|----------------|
| | £ | £ | £ | £ |
| Charitable activities: | | | | |
| Salaries, tax & pension | - | 50,583 | 50,583 | 64,784 |
| Training costs | - | - | - | 6,630 |
| Youth Activity | - | 18,880 | 18,880 | 5,131 |
| Office rent | - | 13,151 | 13,151 | 13,865 |
| IT Support | - | 7,861 | 7,861 | - |
| Office expenses | - | 534 | 534 | 5,687 |
| Prof fees | 400 | 12,442 | 12,842 | 400 |
| Consultancy fees | - | 3,750 | 3,750 | 14,268 |
| Other expenses | - | 7,687 | 7,687 | 1,595 |
| Accountancy & payroll costs | 1000 | 1,500 | 2,500 | 2,500 |
| Total expenditure | 1,400 | 116,388 | 117,788 | 114,862 |

6 Net Income (expenditure) for the year

This is stated after charging:

| | 2021 £ | 2020 £ |
|------------------------------|-----------|-----------|
| Independent Examination Fees | 400 | 400 |

7 Debtors

| | 2021 £ | 2020 £ |
|-------------------------|-----------|-----------|
| London Borough of Brent | - | 15000 |

8 Creditors falling due within one year

| | 2021 £ | 2020 £ |
|-------------------------------|-----------|-----------|
| Independent Examination | 400 | 400 |
| Accountancy, Payroll & Advice | 1,500 | 2500 |
| | 1900 | 2900 |

9 Emoluments of the trustees

The trustees did not receive remuneration during the year 2020-21. The employee benefits to key management personnel in the year 2020-21 were nil.

10 Related party transactions: there were no related party transactions to disclose.