



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 2024**



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Contents	Page
Legal and administrative information.....	1
Trustees' report.....	2 – 6
Independent Examiner's report.....	7
Statement of financial activities.....	8
Balance Sheet.....	9
Notes to the accounts.....	10 – 14

STEP UP HUB

Legal and Administrative Information For the year ended 31 March 2024

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 Deeq Qaaje	-	Chair
	Ms Safo Mohamed	-	Treasurer
	Mrs Hassina Yassin	-	Secretary
	Mr Yassin	-	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 is a charity dedicated to addressing social injustice and inequalities in Brent and its surrounding boroughs. Our work seeks to ensure that people have the knowledge, confidence, and skills needed to assert their rights, make positive contributions, and reach their full potential. Step Up Hub is also a platform for people of all protected characteristics as well as other dimensions of difference not currently recognised by the Equality Act 2010 such as immigration status. Through support and releasing of capacity we aim to achieve more inclusive and valued communities. We do this through a range of work including:

- projects, activities, and support services for individuals and families
- collaborations with other organisations and stakeholders such as public bodies.
- provision of platforms that amplify the voice of diverse communities

Our Aims and Objective

Our aims are set to reflect the aims of our community. Every year our trustees review our objectives and activities to ensure they continue to address the needs of the local community. 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 often are not met by mainstream service providers. We respond to the health, social, cultural, educational and employment needs of diverse members, in particular those who are socially excluded.

This year we have worked hard to challenge the barriers, stereotypes, and taboos which prevent intersectional BAMER people from accessing support either in the community or mainstream services so that no community member is forced to endure their problems in silence.

Activities and achievements 2023-24

Welfare Advice Services

We provided welfare advice and information to ensure that our service users are receiving the benefits and support they are entitled to improve the financial and wellbeing of service users and we used their experiences to challenge the policies and practices that affect people's lives. In past twelve months, there has been a high demand for our general welfare support due to increased cost of living and against a backdrop of low economic opportunities. Housing challenges is another major issue that our service users are struggling. The welfare provision is needed more than ever due to the severe cost-of-living pressures facing low-income residents,

We support more than 5000 clients during past year, the majority of the client were concerned with cost of living, 78% of our clients we supported with applying resident support grant, PIP, benefits claims and appeals. As the results lot of families increased their entitlements. Beneficiaries have benefited from our online and remote delivery provision that we developed directly to address the inability to come together face-to-face due to the impact of Covid-19. 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, we have decided to keep this as well as our usually face-to-face service.

Step Up Hub is also part of the Brent Hubs Partnership which has enabled us to have greater outreach, across the borough. We have provided services from two Brent Hubs venues (Living Room and Wembley localities). 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.

Racial Equity Community Leadership Programme

Step Up Hub and SOAS University of London delivered the Racial Equity Community Leadership Programme. The RECLP had been designed to help individuals develop, enhance, and apply their community leadership skills and knowledge to improve urgent pressing social problems experienced by people in the borough. Participants will take up positions of responsibility (such as magistrates, school governors, councillors) and come together to find lasting solutions to inequity while improving the quality of life of all people in Brent and beyond. 20 participants joined the multi-awarding winning programme, which will equip them with high-level and proven skills (and result in a postgraduate qualification).

I Am Brent – My Ends

Step Up Hub led consortium secured the funding of Violence Reduction Unit's My Ends programme bringing networks of local organisations together to deliver meaningful change. I Am Brent collective, is a coalition of six local organisations dedicated to tackling violence affecting young people at the neighbourhood level.

Family Support Service

We continue to deliver Parenting and Befriending Programmes to support families and caregivers in Brent. Step Up Hub delivered Strengthening Families, Strengthening Communities parent programme (SFSC). SFSC draws on social learning theory and behavioural theories. Two trained Step Up Hub facilitators deliver the programme to groups of parents in three-hourly sessions, over 13 weeks.

43 parents had successfully completed the full course and given certificates of accomplishment, and six parents received participation certificated for attending less than the required eight sessions. Parents of children aged three to 18 are empowered to develop a better understanding of child development, use positive discipline techniques, promote children's social skills and self-discipline.

Outcome evidence:

The programme enabled parents to increase their confidence when having discussions with their children.

Parents used the skills taught their parents to understand the benefits of cultural.

Help parents achieve a baseline of boundaries.

Positive change in family relationships and decrease anti-social behaviour and support their children not in education, training, and employment.

Improved in parental confidence to support their children who were not attaining the level they should be in schools.

Change in family relationships through discussions and respect.

Parents increased communication with schools and other organisations to reduce risk of exclusion.

Health Inequality

In partnership with Brent Council, NHS and local voluntary organisations we continue to provide information and support to help local people access services that sustains good mental and physical health and wellbeing. We delivered clear and accurate information to engage BAMER community groups to take up health checks, cancer screening, vaccinations and to increase confidence in mainstream NHS services.

We hosted a workshop to discuss mental health, substance misuse among young people and diabetic. We provided advice, support, and referrals to Somali and Afghan residents at Church End.

Cultural Celebration and Community Cohesion

Step Up Hub organised successful community and cultural events highlighting the big contribution the Somali community members and groups had made to promote the positive examples of the achievements of the Somalis and wider BAME communities to the wider society. Our work seeks to to positively celebrate local culture, heritage and promote community cohesion and integration in Brent.

Representation

Step Up Hub provides accountable community leadership and a focal point for BAME 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 2024

The trustees present their report with financial statements of the charity for the year ended 31 March 2024. 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.

Plans

The trustees have agreed the Step Up Hub's Strategic Plan 2024-2026 to improve our focus on the things we most want to achieve; trustees have selected priorities for strategic development the priorities are:

Priority One: Finding a suitable office spaces for our staff and activities. We will actively seek to find a community centre which could host our expanding staff and activities that will meet our needs

Priority Two: A High-Performing Organisation. We will drive high performance at all levels of the organisation activities. We will understand our community needs better and build links so that our work reflects the needs and priorities of the people we serve.

Priority Three. A Well-Funded Organisation. We will continue to grow and diversify our sources of income.

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 community that we serve;
- Provide professional services which promote the cultural values of the 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 £35,000, 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 LB of Brent and Brent CSV totalling £14,331. In addition, the charity also received generous donations and obtained funds from various fundraising activities carried out during the year totalling £54,919.

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 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 Deeq Qaaje

Date: -----

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

For the year ended 31 March 2024

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

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 2024

Step Up Hub						
Statement of Financial Activities For The Year Ended 31 March 2024					2024	2023
	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds	Total Funds
		£	£	£	£	£
Income from:						
Donations	3	49,559	-	49,559	410	
Charitable activities	4	5,360	14,331	19,691	124,956	
Total income		54,919	14,331	69,250	125,366	
Expenditure on:						
Charitable activities	5	9,652	77,422	87,074	183,646	
Total Expenditure		9,652	77,422	87,074	183,646	
Net income/(expenditure) for the year		45,267	-63,091	-17,824	-58,281	
Transfer between funds						
		-	-	-	-	
Net movements in funds		45,267	-63,091	-17,824	-58,281	
Funds balance brought forward		54,367	89,672	144,039	202,320	
Funds balance carried forward		99,634	26,581	126,215	144,039	

Step Up Hub

Balance Sheet For The Year Ended 31 March 2024

	Notes	2024 £	2023 £
Current Assets			
Debtors	7	45,000.00	0.00
Cash at Bank and in Hand		84,614.67	146,438.97
		<u>129,614.67</u>	<u>146,439</u>
 Creditors: amounts falling due within one year			
Creditors and accruals	8	(3,400.00)	(2,400.00)
Current Liabilities less Current Assets		<u>126,215</u>	<u>144,039</u>
 General Fund		99,633.28	54,367.00
Restricted Funds		<u>26,581.39</u>	<u>89,671.97</u>
Fund Balance as at 31 March 2024		<u>126,215</u>	<u>144,039</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 2024

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.

Notes to the Accounts For the year ended 31 March 2024

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.

STEP UP HUB Notes to the Accounts For the year ended 31 March 2024

2 Detailed comparatives of the financial statements

	Note	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £
Income from:				
Donations	3	4,559	-	4,559
Accrued donations	3	45,000		45,000
Services	3	5,360	-	5,360
Charitable activities	4	-	14,331	14,331
Total income		54,919	14,331	69,250
Expenditure on:				
Charitable activities		9,652	77,422	87,074
Total Resources Expended		9,652	77,422	87,074
Net income/(expenditure) for the year		45,267	- 63,091	- 17,824
Transfer between funds		-	-	-
Net movements in funds		45,267	- 63,091	- 17,824
Balance brought forward		54,367	89,672	144,039
Balance carried forward		99,634	26,581	126,215

3 Donations

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
Donations	4,559	-	4,559	410
Accrued donations	45,000		45,000	-
Services income	5,360		5,360	8505
	54,919	-	54,919	8,915

4 Income from charitable activities

	Note	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
Income from:					
Brent Council			10631.00	10631	79,308
GLA Young Londoner Fund			-	-	5,543
Brent CVS			3,700	3,700	-
Brent Health Matters			-	-	21,600
The London Community Fund			-	-	10,000
		-	14,331	14,331	116,451
Total income		54,919	14,331	69,250	125,366

5 Expenditure on:

	Unrestricted £	Restricted £	2024 Total £	2023 Total £
Charitable activities:				
Salaries & Social Security	2,435	26,322	28,757	40,130
Event expenses	3,500	18,047	21,547	16,918
Office rent	-	12,184	12,184	12,184
Membership	1,067		1,067	1,439
Office expenses	-	1,092	1,092	1,917
Prof fees	400		400	13,492
Consultancy fees	250	17,127	17,377	7,500
Publicity	-	1,650	1,650	1,400
Training	-		-	86,665
Accountancy & payroll services		3,000	3,000	2,500
Total expenditure	7,652	79,422	87,074	184,146

6 Net Income (expenditure) for the year

This is stated after charging:

	2024	2023
	£	£
Independent Examination Fees	400.00	400.00

7 Debtors

	2024	2023
	£	£
Donations	45,000.00	-

8 Creditors falling due within one year

	2024	2023
	£	£
Independent Examination	400.00	400.00
Accountancy, Payroll & Advice	3000.00	2000.00
	3400.00	2400.00

9 Emoluments of the trustees

The trustees did not receive remuneration during the year 2023-24. The employee benefits to key management personnel in the year 2023-24 were nil.

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