

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
STEPS**

Mark J Rees LLP Chartered Accountants
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Leicestershire
LE1 7RU

STEPS

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STEPS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aims of Steps are:

1. In partnership with parents, to provide high quality early education opportunities for children aged 0-5 with motor learning difficulties and their families. Through use of structured play, The Early Years Foundation stage of the national curriculum within the framework of Conductive Education, children are encouraged to achieve stepped goals that enhance skills for independence in everyday life and boost esteem in both parent and child. By working and playing together, families learn to celebrate success and recognise the potential in every child.
2. To provide ongoing support for children over years who have motor learning difficulties in the form of a gym club, and activity days organised annually for all parents/carers, their children, and siblings.
3. To promote the benefits of Conductive Education with the statutory bodies nationally.

The Trustees have had due regard to the guidance published by the Charity Commission on public benefit as required by the Charities (Accounts and reports) Regulations 2008.

Significant activities

Steps supports families with children who have special educational needs. We offer a free and unique service following the principles of Conductive Education for children with conditions that cause motor impairments or motor development delays. We work with young children who have Cerebral Palsy, chromosome disorders including Down Syndrome or other conditions which affect the acquisition of motor skills. Many of our children have life limiting conditions and illnesses.

The focus is on the potential of each child and how each child's development can be enhanced through an optimistic and informed approach. Conductive Education combines education, psychology and medical science and considers all aspects of development. Our goal is to develop the skills the children need to progress and maximize their potential. At the same time, we provide parents with the knowledge, confidence and strength they need to understand how they can enhance the development of their child.

Steps believes firmly in early intervention, and we take children from a few weeks old into our sessions. The children learn in small groups according to their specific needs and abilities with parents staying with the child in the session, as it is strongly felt that everything taught at Steps can be continued in the home. The parents are placed very much at the forefront of their child's education. We focus on the children and not their disability. Every small achievement the children make is greatly applauded and child and parent are encouraged every step of the way. The service is a lifeline to the families and children of the East Midlands and has helped hundreds of children over the years since its inception in 1994 with a very established, core team of professionals who work with the children in our care. Our team are all qualified practitioners who in the majority have worked at Steps directly with the children for many years. We are led and managed by an experienced board of Trustees, two of whom have children who have attended the Steps sessions and have lived through the experience.

Steps has an open-door policy and parents may refer themselves, or other parents will recommend the service to families. Professionals such as Health Visitors or Pediatricians will also encourage families to get in touch. There are very few services in the UK that support both child and parent together in the same place and this service offers this invaluable support.

The year ending 31st March 2023 was the 29th year of operation for Steps.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Overview of the year

The numbers of children needing our support continues to grow and the complex needs of those children that access our service have become more varied.

Our service is now running its face-to-face sessions daily from which the children have greatly benefitted. We are confident that everyone may access our service and have improved in this area in the last two years, after living through the pandemic and the changes that it brought about. This has meant that we now offer blended sessions of face-to-face as well as online sessions. These have been an outstanding success, making our centre so much more accessible to all families who desperately need help. Although we realise that our online service is not as comprehensive as our face-to-face teaching, it has meant that families do not have to travel for miles to access our sessions. Because of this method of delivery, we are now able to allow more children per session therefore opening it up to a wider audience. Accordingly, we have become a national charity and one that has become more widely known.

In practice, we have a mixed diversity of people that actively engage with us. Some of the Steps Trustees and staff team have lived experience of the challenges that our families are going through which we feel really benefits our service users.

Steps children need continuity of care and have built up long relationships with our team of trust and understanding, helping them to achieve their maximum potential. Although the core work of our Centre has not changed, the emotional wellbeing of our children and the whole family is something that concerns us. It has become more prevalent in our work in the last two years since the pandemic. We feel that this was due to a lot of families being very isolated during the periods of lockdown from Covid 19 and many children missed out on socialisation and building relationships with their peers. The after effects of this time, and the current cost of living crisis which a lot of our families are going through, is having a deep and lasting effect on family wellbeing. Our team have undertaken further training to support our children and their families and wish to broaden our work in this area as we feel that it is needed. To support this, we have introduced a new group called Chatterbox which has been a great success. This part of the session takes place every day for the first half hour and settles the children into the routine. Chatterbox encourages speech and language development for our children and early communication skills. Parents/carers also benefit from this part of the session as they can talk with other parents who share similar life experiences.

The Team is now using Tapestry as a way of communicating with our families using a private portal that parents can log on to at any point of the day or night to look at their child's journey with us at Steps.

Staffing

Trish Mabbott continues as our Fundraiser and Operations Manager. Her experience in leading the team and her wealth of knowledge of the service has always been exemplary, and she provides Steps with the stability and knowledge that it needs to continue to offer an outstanding service. Trish has led the team with the support and guidance of the Trustees over the last twelve months through many challenges and continues to build on relationships with funders.

Natalie Roberts has joined us as Centre Manager, Natalie joined Steps in September 2022 after a long career in Early Years Education. Natalie has come from a management role in a pre-school attached to a local primary school and has also worked in other school settings as well as the private Nursery sector. Natalie lives locally and supports Trish Mabbott our Fundraiser and Operations Manager by managing the Steps Centre, coordinating events and visits to support the activities of the charity.

Indila Simandi continues as Team Leader for Steps. Her knowledge and commitment to Steps continues to be outstanding. Indila has led on the delivery of the blended sessions for the families and has achieved excellent results.

Fiona Holroyd continues as Steps Conductor and is a very skilled and strong member of the team.

Mariann Taylor continues as Steps Conductor and her empathy and care for the children remain outstanding.

Reka Simandi is now a fully qualified Conductor and continues in her employment with Steps.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Sally Belton continues as our Admin Assistant, her empathy toward the families that come into the Centre is outstanding.

Angie Higgins continues as our part -time Finance Officer.

Working with Health and Education

Steps is no longer supported through the area CCGs and this continues to have an impact on our funding.

Steps continues to keep abreast of new Government initiatives and current Early Years Practice. Our Conductors attend children's review meetings as necessary.

Children

Our numbers of children have increased due to our online delivery. Over the year we have supported fifty children, their siblings, and families. We continue with some blended sessions which attract families from a wider geographical area.

We have had several successful Family Activity weeks during the year and the children, and their families, have enjoyed trips to the theatre, the Zoo and on a canal trip. Bonding is crucially important for the children and families, and we understand that the stresses of family life have increased in recent times, making this something that is harder for our families to achieve. Building memories is very important for the children and parents under our care as many of the children have life-limiting conditions and illnesses. Siblings also really enjoy spending time as a whole family bonding with their disabled brother or sister and enjoying some family special times.

Through the private portal within the Steps website families can now access their own children's developmental records at any time of the day and the resources on offer there. This has been an enormous success, and the content of the website was developed through parents' and children's ideas.

Staff have continued with Professional Development throughout the year. Indila Simandi and Natalie Roberts share the role of Designated Lead Safeguarding Officers.

Charitable Events

British Gypsum chose Steps to be their nominated Charity of the Year for their annual cycle ride to Skegness raising £38,180.

The Building

We have had some large repairs in the last year due to general wear and tear of the building consistent with its age. We have also noticed a significant increase in our gas and electricity bills over previous years (2021 and prior) which has had an impact on our finances, these have been offset to an extent by Glebe house settling their portion of heat and light costs in 2023.

The Future

This year we have continued to see high numbers of children accessing the service and all sessions are full. This service is a lifeline to the families and children of the East Midlands and those further afield through our online sessions. Steps has helped hundreds of children over the years since its inception in 1994 with a very established, core team of dedicated professionals who work tirelessly with the children in our care. We constantly look for ways to improve our service and support the challenges that our families are faced with on a daily basis.

Funding

The last two years' fundraising has been particularly challenging for us as companies and organisations are still feeling the effects of the previous two years and we have used our finances wisely in accordance with the funding allocated. We rely totally on the kindness of Trusts and Foundations to support our work to continue this free-to-families, vital service.

Steps is no longer supported by the area CCGs due to their change of funding criteria and this continues to have a big impact on our income generation.

STEPS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Reserves policy

It is the policy of the Trustees to maintain unrestricted general funds, not committed or invested in fixed assets, at a level which equates with up to three months' unrestricted expenditure, in order to provide sufficient funds to finance expenditure on charitable activities and governance costs. Unrestricted funds have remained at that level throughout the year.

On 31 March 2023, the total funds held were £649,846. This includes £544,293 in tangible fixed assets and £74,052 in restricted funds. The level of unrestricted funds held as at 31 March 2023 excluding the value of the freehold property was £47,060, which is in line with the policy above.

The charity had a number of unrestricted funds which have arisen from various grants, donations, and fundraising income to finance expenditure on specific purposes, including the building fund for the old scout hut renovation and ongoing maintenance and future development of this site.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

STEPS is a registered charity and was established under a trust deed dated 29th May 1997 as amended by supplemental deeds dated 19 November 1998, 19 January 2000, 25 March 2003, 23 August 2008, 26 January 2012 and 13 February 2019.

Recruitment and appointment of new trustees

Additional trustees are recruited and appointed by the existing trustees.

Organisational structure

The Trust Deed provides for a minimum of 3 Trustees. The Trustees meet on a regular basis and are responsible for the overall policy for running the charity and advising on all matters relating to staff and finance.

Angie Higgins is the administrator for the Steps Lottery club.

Induction and training of new Trustees

The induction and training of new Trustees is provided by the existing Trustees and external professional training courses, as appropriate to ensure the Trustees fulfill the Charity's objective.

Related parties

Details of related parties and transactions with them are given in the notes to the financial statements.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1063143

Principal address

The Old School
40 Loughborough Road
Shepshed
Loughborough
Leicestershire
LE12 9DN

STEPS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

Trustees

Mr J Montague (Chairman)
Mrs RJN Conley-Rimmington CBE
Mr A Carr
Ms L Beales
Ms J Cooper-Hudson
Dr AIA Lennox (appointed 1.2.2023)

Independent Examiner

Mr P Bott FCA BSc (Hons)
Institute of Chartered Accountants in England and Wales
Mark J Rees LLP Chartered Accountants
Granville Hall
Granville Road
Leicester
Leicestershire
LE1 7RU

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Virgin Money
3 East Gates
Leicester
LE1 5YA

Approved by order of the board of trustees on 19 December 2023 and signed on its behalf by:

Mr J Montague (Chairman) - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STEPS

Independent examiner's report to the trustees of STEPS

I report to the charity trustees on my examination of the accounts of STEPS (the Trust) for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

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.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our work, for this report, or for the opinions we have formed.

Mr P Bott FCA BSc (Hons)
Institute of Chartered Accountants in England and Wales
Mark J Rees LLP Chartered Accountants
Granville Hall
Granville Road
Leicester
Leicestershire
LE1 7RU

20 December 2023

STEPS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	138,230	92,483	230,713	189,051
Other trading activities	3	13,177	-	13,177	15,342
Investment income	4	450	-	450	5
Total		151,857	92,483	244,340	204,398
EXPENDITURE ON					
Raising funds	5	35,521	-	35,521	35,359
Charitable activities	6				
Leicestershire Conductive Education Centre		75,077	133,444	208,521	193,843
Other		11,970	-	11,970	10,817
Total		122,568	133,444	256,012	240,019
NET INCOME/(EXPENDITURE)		29,289	(40,961)	(11,672)	(35,621)
Other recognised gains/(losses)					
Gains on revaluation of fixed assets		-	-	-	205,600
Net movement in funds		29,289	(40,961)	(11,672)	169,979
RECONCILIATION OF FUNDS					
Total funds brought forward		546,503	115,015	661,518	491,539
TOTAL FUNDS CARRIED FORWARD		575,792	74,054	649,846	661,518

The notes form part of these financial statements

STEPS

BALANCE SHEET 31 MARCH 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	12	528,734	15,559	544,293	558,156
CURRENT ASSETS					
Debtors	13	4,798	-	4,798	3,048
Cash at bank and in hand		49,883	91,827	141,710	153,020
		<u>54,681</u>	<u>91,827</u>	<u>146,508</u>	<u>156,068</u>
CREDITORS					
Amounts falling due within one year	14	(7,621)	(33,334)	(40,955)	(52,706)
NET CURRENT ASSETS		<u>47,060</u>	<u>58,493</u>	<u>105,553</u>	<u>103,362</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>575,794</u>	<u>74,052</u>	<u>649,846</u>	<u>661,518</u>
NET ASSETS		<u>575,794</u>	<u>74,052</u>	<u>649,846</u>	<u>661,518</u>
FUNDS	15				
Unrestricted funds:					
General fund				107,148	67,590
Revaluation reserve				468,646	478,913
				<u>575,794</u>	<u>546,503</u>
Restricted funds				<u>74,052</u>	<u>115,015</u>
TOTAL FUNDS				<u>649,846</u>	<u>661,518</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 19 December 2023 and were signed on its behalf by:

Mrs RJN Conley-Rimmington CBE - Trustee

Mr J Montague (Chairman) - Trustee

The notes form part of these financial statements

STEPS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Government grants

Grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the entity with no future related costs are recognised in income in the period in which it becomes receivable.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost excluding land
Fixtures & equipment	- 25% on reducing balance
Software	- 33% on cost

All tangible fixed assets are capitalised and included at cost.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The charity contributes to personal pension schemes in respect of certain employees. The amount charged to the Statement of Financial Activities in respect of pension costs is the contributions payable in the year.

Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Gift aid - income tax recoverable	4,125	1,411
Grants	95,247	138,856
Government grants	-	2,844
Donations - Rotary	4,350	3,200
Donations - L Gibbins	-	1,500
Donations - British Gypsum	16,025	-
Donations - Giving.com	-	1,687
Donations - PayPal Giving	-	113
Donations - Other	20,211	22,586
Donations - Rosemary Conely	6,875	270
Donations-STEPS Lottery Winner	-	850
Donations - Sytner Leicester	-	800
Donations - A A Alrawl	-	1,100
Donations - Martin O'Connor	-	2,000
Donations - Caterpillar Cares	-	1,000
Donations - Anne White	-	1,000
Donations - Healthy Chem Stg	-	5,000
Donations - Facebook	4,085	-
Donations - P Curley	1,500	-
Donations - Just Giving	27,044	4,834
Donations - Brush Consolidated	26,250	-
Donations - GM Hodges	20,000	-
Donations - M Duke	5,001	-
	<u>230,713</u>	<u>189,051</u>

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

2. DONATIONS AND LEGACIES - continued

Grants received, included in the above, are as follows:

	2023	2022
	£	£
Leicestershire County Council - Other	-	4,000
BBC Children in Need	33,333	33,333
Next PLC	12,000	-
The George Ernest Ellis Foundation	500	-
Everards	-	2,000
Henry Smith Charity	10,000	10,000
Edith Murphy Foundation	-	5,700
Sobell Foundation	-	10,000
Amazon Grant Charitable	-	1,000
National Lottery Awards	30,866	-
Groundwork UK Tesco	-	1,000
Randal Foundation	-	25,000
P & C Hickinbotham	-	1,000
Maud Elkington Grant	-	1,000
Barratt Homes	-	3,000
Trustees of the Lillie C Johnson Trust	-	500
The Mary Potter Convent Hospital Trust	-	3,000
The Gordon Trust	-	2,000
Boshier Hinton foundation	-	1,873
The Dromintee Trust	-	20,000
Ethan UTD	765	3,000
Florence Turner Trust	500	500
JRC Trust Deed	-	500
Moto In Community Trust	-	150
The George Ernest Ellish Foundation	-	500
The Paget Charitable Trust	-	1,000
The True Colours Trust	-	1,800
Albert Hunt SP	-	2,000
The Barbara Ward Children's Foundation	-	5,000
Caterpillar Cares	800	-
Sir Andrew Martin Trust	1,000	-
Skipton Building Society	2,483	-
David Soloman Charitable Trust	1,000	-
Trustees of Edgar E Lawley Foundation	1,500	-
The J Reginald Corah Foundation	500	-
	<u>95,247</u>	<u>138,856</u>

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

3. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Hire of facilities	12,532	11,840
Steps Super Lottery	630	1,105
Other fundraising income	15	2,397
	<u>13,177</u>	<u>15,342</u>

4. INVESTMENT INCOME

	2023	2022
	£	£
Bank interest receivable	<u>450</u>	<u>5</u>

5. RAISING FUNDS

Raising donations and legacies

	2023	2022
	£	£
Staff costs	35,229	34,984
Other fundraising expenditure	246	342
Support costs	46	33
	<u>35,521</u>	<u>35,359</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7) £
Leicestershire Conductive Education Centre	<u>208,521</u>

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2023	2022
	£	£
Staff costs	134,053	127,179
Rates and water	2,036	1,426
Insurance	5,577	4,158
Light and heat	6,459	8,453
Postage, stationery and telephone	4,410	2,877
Sundries	1,293	741
Consumables - toys, equipment, films, photos etc	3,779	3,888
Training and recruitment	1,511	1,135
Staff expenses	2,129	1,190
Repairs and renewals	17,886	20,513
Subscriptions and licences	330	373
School outings	1,619	428
Cleaning	8,934	4,797
IT Costs	3,557	4,586
Depreciation	14,948	12,099
	<u>208,521</u>	<u>193,843</u>

8. INDEPENDENT EXAMINERS REMUNERATION

	2023	2022
	£	£
Independent examiners remuneration	<u>4,116</u>	<u>3,883</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

10. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	154,292	148,512
Social security costs	8,090	7,698
Other pension costs	6,900	5,953
	<u>169,282</u>	<u>162,163</u>

The average monthly number of employees during the year was as follows:

	2023	2022
Charitable activities	7	7
Fundraising and governance	1	1
	<u>8</u>	<u>8</u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

10. STAFF COSTS - continued

No employees received emoluments in excess of £60,000.

Total remuneration in relation to Key Management Personnel, included within the figures above, amounts to £46,811 (2022: £46,120).

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - 31 MARCH 2022

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	96,837	92,214	189,051
Other trading activities	15,342	-	15,342
Investment income	5	-	5
Total	<u>112,184</u>	<u>92,214</u>	<u>204,398</u>
EXPENDITURE ON			
Raising funds	35,359	-	35,359
Charitable activities			
Leicestershire Conductive Education Centre	137,865	55,978	193,843
Other	10,817	-	10,817
Total	<u>184,041</u>	<u>55,978</u>	<u>240,019</u>
NET INCOME/(EXPENDITURE)	(71,857)	36,236	(35,621)
Other recognised gains/(losses)			
Gains on revaluation of fixed assets	205,600	-	205,600
Net movement in funds	<u>133,743</u>	<u>36,236</u>	<u>169,979</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	412,759	78,780	491,539
TOTAL FUNDS CARRIED FORWARD	<u><u>546,502</u></u>	<u><u>115,016</u></u>	<u><u>661,518</u></u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

12. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures & equipment £	Software £	Totals £
COST				
At 1 April 2022	550,000	72,853	23,054	645,907
Additions	-	-	1,085	1,085
At 31 March 2023	550,000	72,853	24,139	646,992
DEPRECIATION				
At 1 April 2022	5,200	66,248	16,303	87,751
Charge for year	9,000	1,440	4,508	14,948
At 31 March 2023	14,200	67,688	20,811	102,699
NET BOOK VALUE				
At 31 March 2023	535,800	5,165	3,328	544,293
At 31 March 2022	544,800	6,605	6,751	558,156

Included in cost of freehold property is freehold land of £100,000 (2022: £100,000).

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Other debtors	379	517
Tax	2,912	1,094
Prepayments	1,507	1,437
	4,798	3,048

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Other creditors	3,164	3,138
Accruals and deferred income	37,791	49,568
	40,955	52,706

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

15. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	67,590	29,291	10,267	107,148
Revaluation reserve	478,913	-	(10,267)	468,646
	<u>546,503</u>	<u>29,291</u>	<u>-</u>	<u>575,794</u>
Restricted funds				
Building fund	20,141	(9,114)	-	11,027
Question of Brains	1,104	12,000	-	13,104
LCC Community Fund	7,500	(7,500)	-	-
Screwfix	5,000	-	-	5,000
Henry Smith Grant	4,167	-	-	4,167
Digital Fund	35,022	(17,278)	-	17,744
The Sobell Foundation	1,667	(1,667)	-	-
BBC Children in Need	8,333	-	-	8,333
Barratt Homes	3,000	(2,000)	-	1,000
Amazon Community	1,000	(1,000)	-	-
Lillie Johnson Trust	500	(500)	-	-
Mary Potter Trust	3,000	(3,000)	-	-
Maud Elkinton Charitable Trust	1,000	(1,000)	-	-
The Gordon Trust	2,000	-	-	2,000
The Everard Foundation	2,000	-	-	2,000
Boshier Hinton Foundation	831	(238)	-	593
Dromitee Trust	12,500	(10,000)	-	2,500
The Randal Charitable Foundation	6,250	(6,250)	-	-
Trustees of Edgar E Lawley Foundation	-	1,500	-	1,500
David Soloman Charitable Trust	-	1,000	-	1,000
Skipton Building Society	-	1,645	-	1,645
Fibre Optics	-	800	-	800
National Lottery Community Fund	-	1,139	-	1,139
Sir Andrew Martin Trust	-	500	-	500
	<u>115,015</u>	<u>(40,963)</u>	<u>-</u>	<u>74,052</u>
TOTAL FUNDS	<u>661,518</u>	<u>(11,672)</u>	<u>-</u>	<u>649,846</u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	151,857	(122,566)	29,291
Restricted funds			
Building fund	-	(9,114)	(9,114)
Question of Brains	12,000	-	12,000
LCC Community Fund	-	(7,500)	(7,500)
Henry Smith Grant	10,000	(10,000)	-
Digital Fund	1	(17,279)	(17,278)
The Sobell Foundation	-	(1,667)	(1,667)
BBC Children in Need	33,333	(33,333)	-
Barratt Homes	-	(2,000)	(2,000)
Amazon Community	-	(1,000)	(1,000)
Lillie Johnson Trust	-	(500)	(500)
Mary Potter Trust	-	(3,000)	(3,000)
Maud Elkinton Charitable Trust	-	(1,000)	(1,000)
Boshier Hinton Foundation	-	(238)	(238)
Dromitee Trust	-	(10,000)	(10,000)
The Randal Charitable Foundation	-	(6,250)	(6,250)
Trustees of Edgar E Lawley Foundation	1,500	-	1,500
David Soloman Charitable Trust	1,000	-	1,000
Skipton Building Society	2,483	(838)	1,645
Fibre Optics	800	-	800
National Lottery Community Fund	30,866	(29,727)	1,139
Sir Andrew Martin Trust	500	-	500
	<u>92,483</u>	<u>(133,446)</u>	<u>(40,963)</u>
TOTAL FUNDS	<u><u>244,340</u></u>	<u><u>(256,012)</u></u>	<u><u>(11,672)</u></u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	125,379	(71,856)	14,067	67,590
Revaluation reserve	287,380	205,600	(14,067)	478,913
	<u>412,759</u>	<u>133,744</u>	<u>-</u>	<u>546,503</u>
Restricted funds				
Building fund	25,492	(5,351)	-	20,141
Question of Brains	1,104	-	-	1,104
LCC Community Fund	7,500	-	-	7,500
Screwfix	5,000	-	-	5,000
Henry Smith Grant	4,167	-	-	4,167
Digital Fund	35,517	(495)	-	35,022
The Sobell Foundation	-	1,667	-	1,667
BBC Children in Need	-	8,333	-	8,333
Barratt Homes	-	3,000	-	3,000
Amazon Community	-	1,000	-	1,000
Lillie Johnson Trust	-	500	-	500
Mary Potter Trust	-	3,000	-	3,000
Maud Elkinton Charitable Trust	-	1,000	-	1,000
The Gordon Trust	-	2,000	-	2,000
The Everard Foundation	-	2,000	-	2,000
Boshier Hinton Foundation	-	831	-	831
Dromitee Trust	-	12,500	-	12,500
The Randal Charitable Foundation	-	6,250	-	6,250
	<u>78,780</u>	<u>36,235</u>	<u>-</u>	<u>115,015</u>
TOTAL FUNDS	<u>491,539</u>	<u>169,979</u>	<u>-</u>	<u>661,518</u>

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	112,184	(184,040)	-	(71,856)
Revaluation reserve	-	-	205,600	205,600
	<u>112,184</u>	<u>(184,040)</u>	<u>205,600</u>	<u>133,744</u>
Restricted funds				
Building fund	-	(5,351)	-	(5,351)
Henry Smith Grant	10,000	(10,000)	-	-
Digital Fund	6,800	(7,295)	-	(495)
The Sobell Foundation	10,000	(8,333)	-	1,667
BBC Children in Need	33,333	(25,000)	-	8,333
Barratt Homes	3,000	-	-	3,000
Amazon Community	1,000	-	-	1,000
Lillie Johnson Trust	500	-	-	500
Mary Potter Trust	3,000	-	-	3,000
Maud Elkinton Charitable Trust	1,000	-	-	1,000
The Gordon Trust	2,000	-	-	2,000
The Everard Foundation	2,000	-	-	2,000
Boshier Hinton Foundation	831	-	-	831
Dromitee Trust	12,500	-	-	12,500
The Randal Charitable Foundation	6,250	-	-	6,250
	<u>92,214</u>	<u>(55,979)</u>	<u>-</u>	<u>36,235</u>
TOTAL FUNDS	<u>204,398</u>	<u>(240,019)</u>	<u>205,600</u>	<u>169,979</u>

Building Fund

The Building Fund represents the amount of grants, donations and fundraising income which have been specifically received to finance the purchase, refurbishment and improvement of the freehold property at St Botolph's Old School. This was purchased in the year ended 31 March 2007 and subsequent expenditure has been incurred on refurbishment, improvements and the purchase of equipment. This includes the value of donated building work and related professional services provided to the charity free of charge in the year ended 31 March 2008. The cost of this expenditure has been reduced by depreciation as appropriate to reduce the value of these assets over their useful economic life. The freehold property was revalued in September 2022 and the Trustees agree this value in the year ended 31 March 2023.

Question of Brains Fund

The Question of Brains Fund represents the amount of grants, donations and fundraising income which have been specifically received in connection with the annual Question of Brains fundraising event. This amount is expected to be expended in full during the year to 31 March 2024.

Screwfix

The Screwfix Fund represents the amount of grant income which has been specifically received to finance capital works.

Henry Smith Fund

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

15. MOVEMENT IN FUNDS - continued

The Henry Smith Fund represents the amount of grant income which has been specifically received to finance the salary of one employee. This amount is expected to be expended in full during the year to 31 March 2024.

Digital Fund

The Digital Fund represents the amount of grants, donations and fundraising income which have been specifically received to finance the development and ongoing costs associated with online sessions and services.

BBC Children in Need

The BBC Children in Need Fund represents the amount of grant income which has been specifically received to finance the salary of two employees. This amount is expected to be expended in full during the year to 31 March 2024.

The Randal Charitable Foundation

The Randal Charitable Foundation Fund represents the amount of grant income which has been specifically received to fund 5 children's places.

Dromitee Trust

Dromitee Fund represents the amount of grant income which has been specifically received to finance the salary of one employee. This amount is expected to be expended in full during the year to 31 March 2024.

The Gordon Trust

The Gordon Trust represents the amount of grant income which has been specifically received to finance capital works.

Boshier Hinton Foundation

The Boshier Hinton Foundation represents the amount of grant income which has been specifically received to finance the purchase of a new capital item.

The Everard Foundation

The Everard Foundation represents the amount of grant income which has been specifically received to finance capital works.

Barratt Homes

The Barratt Homes Fund represents the amount of grant income which has been specifically received to finance sessional costs and taxi costs.

Edgar E Lawley Foundation

The Edgar E Lawley Foundation Fund represents the amount of grant income which has been specifically received to finance volunteer costs.

David Soloman Charitable Trust

The David Soloman Charitable Trust Fund represents the amount of grant income which has been specifically received to finance trips & events. This amount is expected to be expended in full during the year to 31 March 2024.

Skipton Building Society

The Skipton Building Society Fund represents the amount of grant income which has been specifically received to finance children's toys and equipment. This amount is expected to be expended in full during the year to 31 March 2024.

Caterpillar Cares

STEPS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

15. MOVEMENT IN FUNDS - continued

The Caterpillar Cares Fund represents the amount of grant income which has been specifically received to finance installation of fibre optic sensory lights. This amount is expected to be expended in full during the year to 31 March 2024.

National Lottery

The National Lottery Fund represents the amount of grant income which has been specifically received to finance ongoing costs including salaries, utilities and trips. This amount is expected to be expended in full during the year to 31 March 2024

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

17. PENSION COMMITMENTS

The charity contributes to personal pension schemes in respect of certain employees. The amount charged to the Statement of Financial Activities in respect of pension costs this year was £6,890 (2022: £5,953). The amount outstanding at the year end was £nil (2022: £nil).

STEPS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gift aid - income tax recoverable	4,125	1,411
Grants	95,247	138,856
Government grants	-	2,844
Donations - Rotary	4,350	3,200
Donations - L Gibbins	-	1,500
Donations - British Gypsum	16,025	-
Donations - Giving.com	-	1,687
Donations - PayPal Giving	-	113
Donations - Other	20,211	22,586
Donations - Rosemary Conely	6,875	270
Donations-STEPS Lottery Winner	-	850
Donations - Sytner Leicester	-	800
Donations - A A Alrawl	-	1,100
Donations - Martin O'Connor	-	2,000
Donations - Caterpillar Cares	-	1,000
Donations - Anne White	-	1,000
Donations - Healthy Chem Stg	-	5,000
Donations - Facebook	4,085	-
Donations - P Curley	1,500	-
Donations - Just Giving	27,044	4,834
Donations - Brush Consolidated	26,250	-
Donations - GM Hodges	20,000	-
Donations - M Duke	5,001	-
	230,713	189,051
Other trading activities		
Hire of facilities	12,532	11,840
Steps Super Lottery	630	1,105
Other fundraising income	15	2,397
	13,177	15,342
Investment income		
Bank interest receivable	450	5
Total incoming resources	244,340	204,398
EXPENDITURE		
Raising donations and legacies		
Wages	30,575	30,528
Carried forward	30,575	30,528

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STEPS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
Raising donations and legacies		
Brought forward	30,575	30,528
Social security	3,125	2,994
Pensions	1,529	1,462
Other fundraising expenditure	246	342
	35,475	35,326
Charitable activities		
Wages	123,717	117,984
Social security	4,965	4,704
Pensions	5,371	4,491
Rates and water	2,036	1,426
Insurance	5,577	4,158
Light and heat	6,459	8,453
Postage, stationery and telephone	4,410	2,877
Sundries	1,293	741
Consumables - toys, equipment, films, photos etc	3,779	3,888
Training and recruitment	1,511	1,135
Staff expenses	2,129	1,190
Repairs and renewals	17,886	20,513
Subscriptions and licences	330	373
School outings	1,619	428
Cleaning	8,934	4,797
IT Costs	3,557	4,586
Depreciation of tangible fixed assets	14,948	12,099
	208,521	193,843
Support costs		
Finance		
Bank charges	163	270
Governance costs		
Independent examiners remuneration	4,116	3,883
Professional fees	7,737	6,697
	11,853	10,580
Total resources expended	256,012	240,019
Net expenditure	(11,672)	(35,621)

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